



POSITION TITLE:	Skill Centre U4-U7 Manager
POSITION STATUS:	Part-time
REPORTS TO:	Director of Technical and Business Operations
APPLICATION DEADLINE:	Until filled
START DATE:	Preparation - November 1, 2023, Program – May 15, 2024

FC Durham Academy (FCD) was established in 2013 and is a proud Canada Soccer National Youth License organization and members of Ontario Soccer, Ontario Player Development League (OPDL) and League 1 Ontario. FC Durham Academy is relaunching a U4-U7 program in 2024 and seeking the passionate individual that can lead this exciting and unique program.

Key Responsibilities

- Enhance and relaunch the program to begin May 2024.
- Planning, timeline development and budgeting with Director of Technical and Business Operations.
- Administration of player registration, uniforms, facilities, parent survey, parent communication, and schedule and team assigning.
- Work with Marketing Coordinator for social media marketing.
- Recruit, hire, mentor, schedule and assess coaches for Skill Centre U4-U7.
- Conduct a Skill Centre U4-U7 Coach Meeting and Clinic.
- Conduct a Skill Centre U4-U7 Parent Meeting on Zoom.
- Ensure all Skill Centre U4-U7 coaches are qualified under the Canada Soccer Safe Sport Roster.
- Design a curriculum and session plans for the program utilizing holistic development as well as the player development station model.
- Lead the organization of the facility set-up and equipment storage.
- Be present and onsite for all Skill Centre U4-U7 sessions.
- Weekly communication with the program's parents and/or guardians.
- Promote the fall Skill Centre U8 Open Sessions.
- End of Season Report submitted to the Director of Technical and Business Operations.

Experience & Qualifications

- Soccer playing experience
- Completed or willing to complete the following courses – Active Start, Fundamentals, Learn to Train, First Aid, Making Ethical Decisions, Making Headway, Rule of Two, Emergency Action Plan, Anti-Racism in Coaching, Safe Sport, Mental Health in Sport, and Respect in Sport Activity Leader.
- Must have an up-to-date Vulnerable Sector Check
- Ability to work evenings Monday to Friday
- Transportation

Skills and Competencies

- Strong interpersonal, communication (written and verbal) skills.
- Ability to use multiple software platforms and programs, as well as social media.
- Punctual, professional, approachable, detailed, responsive and organized.
- Ability to mentor youth.
- Understanding of holistic player development, LTPD and characteristics of children.
- Ability and desire to work within a team and a culture.

Expressions of interest including career profiles (CV with Cover Letter) will be accepted until filled and should be sent confidentially to:

Rich Hirst
Director of Technical and Business Operations
FC Durham Academy
rhirst@fcdurhamacademy.com

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond, however only candidates to be interviewed will be contacted.

Applicants must have work authorization to work in Ontario