



Position Title: **Director of Soccer Operations**

Terms of Employment: Fulltime

Location: Saskatoon preferred (Regina could also be considered)

Reports to: Executive Director

BACKGROUND:

The Saskatchewan Soccer Association (SSA) is one of the largest sport governing bodies in Saskatchewan, serving over 42,000 Indoor and Outdoor registrants across more than 60 Member Organizations. The SSA is a dynamic and growing organization that takes pride in delivering quality programs and services that encourage life-long participation in the world's most popular sport.

In 2017, the SSA will begin implementation of a new Strategic Plan, which aims to further the SSA's mission, "To develop great people and connect healthy communities in Saskatchewan through lifelong participation in soccer". Focusing on six core strategic areas – players, coaches, referees, organization (SSA itself), membership, and community – the Plan defines what activities the SSA will engage in to develop the game, and where its associated energy and investment will be deployed in the coming years.

POSITION OVERVIEW:

The Director of Soccer Operations (DOSO) is responsible for overseeing the development, resourcing, implementation and delivery of the technical programs and services of the SSA. As a primary responsibility the DOSO will work closely with Member Organizations to achieve adoption, alignment and implementation of SSA Technical goals and standards within Member programming province wide.

In a non-coaching role, the DOSO directs the long-term strategic initiatives and day-to-day administrative activities associated with the technical department of the SSA including:

- Develop, implement and manage the Strategic and Operational Technical Plans
- Develop, monitor and oversee the SSA Player Pathway aligned to the SSA Stream-based Model including Grassroots, Recreational, Competitive, and High Performance programs, services, and environments
- Member and Stakeholder liaison and consultation
- Direct and oversee all SSA athlete, coach, and referee development programs and services in alignment with SSA Technical Plans
- Human Resource Management
- Liaise with governing bodies (Canadian Soccer Association and Sask Sport) regarding technical programs and services
- Technical Communications, Public and Media Relations
- Tracking and Reporting of Outputs and Outcomes
- Budgeting and Fiscal Responsibility

KEY POSITIONAL RESPONSIBILITIES:

- Develop, implement and manage the Strategic and Operational Technical Plans including:
 - Set the overall technical direction of the Association to support the achievement of strategic targets;
 - Establish standards, monitor, and evaluate key performance indicators.
- Develop, monitor and oversee the SSA Player Pathway aligned to the SSA Stream-based Model including Grassroots, Recreational, Competitive, and High Performance programs, services, and environments, including:
 - Ensuring vertical and horizontal alignment within the Saskatchewan soccer system;
 - Developing appropriate documentation to support understanding and implementation of the SSA Player Pathway throughout the Membership;
 - Develop standards and expectations of environments within each stream of participation and provide stakeholder, member, and participant education opportunities.
- Member and Stakeholder liaison and consultation
 - Consult and liaise with SSA Member Organizations and key stakeholders to understand their needs and evaluate their alignment to technical direction and programs and services of the SSA;
 - Consult and liaise with participants (athletes, coaches, officials, and organizers) to understand their needs and evaluate their alignment to SSA technical direction, programs, and services;
 - Lead and facilitate SSA Member Consultation events
 - Responsible to facilitate alignment of Members with SSA technical plans and programs
- Direct and oversee all SSA athlete, coach, and referee development programs and services in alignment with SSA Technical Plans, including:
 - Prioritize programs and services and ensure alignment to the SSA Strategic Plan;
 - Develop new programs and services to support the achievement of the Strategic Plan;
 - Oversee resource allocation among SSA programs and services to the achieve targets and priorities of the Strategic and Technical Strategic-Operational, and Operational Plans;
 - Develop, coordinate, and oversee yearly technical calendar in conjunction with key stakeholders.
- Develop and oversee technical elements of SSA Member and Organization Development Plan, including:
 - Alignment to and implementation of Canada Soccer Club Charter;
 - Establishment and monitoring of technical standards for SSA Member Organizations;
 - Development of resources to support enhanced development of SSA Member Organizations.
- Human Resource Management
 - Manage SSA technical staff, including:
 - Recruitment, development, oversight, and performance reviews;
 - Development and monitoring of work plans;
 - Coordination of professional development;
 - Recruit, educate and engage volunteers to add value and support the Technical Plan
- Liaise with governing bodies (Canadian Soccer Association and Sask Sport) regarding technical programs and services, including:
 - Serving on the Canadian Soccer Association Technical Committee;
 - Application, management, and reconciliation of technical aspects of Sask Sport grant programs.

- Technical Communications, Public and Media Relations
 - In conjunction with the Coordinator of Communications and Funds Development and technical staff, develop, coordinate and manage all member and stakeholder communications relating to technical programs and services;
 - Represent the SSA in public and media relations opportunities relating to technical programs and services, as required.
- Budgeting and Fiscal Responsibility
 - responsible for the development, oversight, and reconciliation of budgets for all technical programs and services with support of with technical staff,
- Tracking and Reporting of Outputs and Outcomes
 - Tracking and reporting on outputs and outcomes within areas of responsibility;
 - Coordinating, consolidating and reporting overall technical department outputs and outcomes in alignment with the SSA Strategic Plan and the requirements of the Canadian Soccer Association and Sask Sport;
 - Development of reports for the Executive Director relating to progress toward the targets of the Strategic Plan.
- Other responsibilities commensurate with the skill set of the successful candidate, as assigned by the Executive Director.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Kinesiology, Sports Administration/Management, Recreation Management, Business or other related field.
- Experience and expertise in soccer within the Canada Soccer system.
- Experience in strategic and operational planning, preferably within the not-for-profit sport system.
- Management experience, preferably within the not-for-profit sport system.
- Canadian Soccer Association National B Coaching License and NCCP Competition Development certifications or international equivalent would be considered an asset.

Applicants with a significant combination of experience and educational achievements may be considered if some or all of the above qualifications cannot be met.

SPECIAL SKILLS:

- Proven ability and experience in the development, management and administration of sport programs (including financial and human resource management).
- Well-developed relationship building, consultation/facilitation, negotiation and conflict resolution skills.
- Strong leadership, organizational and administrative skills and a proven ability in determining priorities, making sound judgments, coordinating activities, and meeting deadlines.
- Proven ability to work in a team environment in leadership and mentorship roles using sound management practices.
- Demonstrated ability to work with volunteers
- Highly developed computer skills including the full suite of Microsoft Office programs and familiarity with online platforms (e.g. GoalLine, Dropbox, etc.).
- Excellent oral and written communication skills (including presentation and report writing) and the ability to communicate with a wide variety of stakeholders.
- Familiarity with the organization of soccer and knowledge of the non-profit sport sector in Saskatchewan is an asset.
- Ability to travel and work flexible hours, while functioning with multiple competing priorities and deadlines.

- Reliable transportation and valid driver's license and clean Police Record Check including Vulnerable Sector Verification.

APPLICATIONS

Closing Date: **March 24th, 2017**

Apply by email including resume and cover letter to Doug Pederson, SSA Executive Director, at d.pederson@sasksoccer.com.

We thank all applicants for their submissions, however, only those selected for an interview will be contacted. Details on salary and SSA's comprehensive benefits and pension plan will be provided to those selected for an interview.