

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Soccer DOC/Program Coordinator
Division: Leisure Services
Reports To: Director of Leisure Services
FLSA Status: Exempt
Pay Range: Job level and pay range will be commensurate with demonstrated ability and experience
Prepared By: Gary Minor & Wendy Harris
Prepared Date: February 20, 2015
Approved By: Gary Minor, Executive Director
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Updated: November 23, 2016

SUMMARY

This position exercises general leadership over certain PARA programs, with an emphasis on the PARA soccer program. Performs general management and has administrative responsibility for directing and organizing sports programs and leisure classes. These programs are conducted at various parks, activity centers and other facilities, mostly but not entirely located in Tuscaloosa County. This position hires, trains, disciplines and supervises employees for assigned areas. This position also plans, organizes & implements programs for assigned areas. This position requires a strong background in youth soccer, with a demonstrated history of operating quality recreational and developmental soccer leagues. Must have experience in the areas of coaching, soccer club management, soccer clinics, soccer camps and development of the soccer coaching staff.

ESSENTIAL FUNCTIONS:

- Serves as the Executive Director of Coaching for PARA's, Tuscaloosa United Soccer Club (TUSC)
- Oversees all soccer related activities for PARA
- Develops curriculum for coaches and participants of the youth soccer program
- Responsible for other PARA programs (sports related and otherwise) as assigned
- Trains and develops the coaching staff for the Elite, Junior's Academy, TOP soccer, and Soccer Strong Programs
- Serves as a liaison between PARA/TUSC, YMCA, US Youth Soccer, Alabama Soccer Association, and Alabama Football Club Alliance
- Schedules and facilitates the Elite Soccer Schedule and provides that schedule to the Director of Parks for coordination of facility usage
- Handles team selection and oversees player evaluations by individual team coaches.
- Responsible for the management of the coaching staff for all ages of the soccer program
- Works to expand soccer programming County-wide
- Trains and monitors coaches and help them implement training sessions
- Conducts and implements semi-annual coach's meetings/assessments
- Acts as a liaison between the club coaches and the TUSC Soccer Advisory Board
- Coordinates try outs to determine the abilities and strengths of the potential players

- Serves as a mediator to resolve all of the player/family coaching disputes as required
- Provides planning and organization for clinics, camps, seminars and courses, with the expectation of hosting these types of events throughout the year
- Develops and oversees the implementation of strategic and operational soccer plans
- Directs the overall player development philosophy of the club across all spectrums
- Manages team assignments at all levels of play
- Manages the adult and youth recreational soccer leagues which includes, but is not limited to duties such as, working with other PARA employees to promote the leagues, schedule games and field assignments, order and distribute uniforms for the youth leagues, identify and assign coaches and volunteers for the youth leagues
- Oversees player identification, assignments, and movements including ODP events, tournament teams as well as play-ups, guest playing opportunities
- Coordinates and runs soccer camps and clinics provided by PARA
- Coordinates, organizes and executes off-season training programs
- Creates a professional development plan for the soccer technical staff
- Attends related club meetings as directed
- Organizes player recruitment and tryout/evaluations in accordance with USSF and ASA rules and regulations
- Identifies, assesses and informs PARA supervisors and the TUSC Board of internal and external soccer related issues that affect the Club
- Conducts official correspondence on behalf of the Club as concerns the soccer operations as appropriate
- Recruits, interviews and selects the soccer technical staff (including staff coaches, team coaches, soccer program directors, technical trainers, etc.) that has the right technical and personal abilities to help further the development of youth soccer in Tuscaloosa
- Implements a performance management process for all soccer technical staff which includes monitoring the performance of the soccer technical staff on an on-going basis and conducting an regular performance review (seasonal or annual depending on the position being reviewed)
- Disciplines the soccer technical staff when necessary using appropriate techniques following proper PARA procedures
- Encourages and facilitates the continued development and education of the soccer technical staff and volunteers
- Addresses parents, coaches, participants and the public in meetings
- Promotes soccer to the community
- Promotes the mission and goals of PARA
- Works with PARA staff to prepare a comprehensive budget and operating plan for Tuscaloosa United Soccer Club
- Provides a comprehensive monthly Director of Coaching report
- Other duties as assigned

QUALIFICATIONS

- Ability to develop and execute soccer curriculum for all levels of play
- Ability to effectively communicate in both oral and written forms
- Ability to establish and manage execution of plans
- Ability to manage and lead coaches
- Prior Experience managing a soccer club/organization

CERTIFICATES, LICENSES, REGISTRATIONS

Must be appropriately licensed or be able to become licensed as a Director of Coaching in accordance with US Youth Soccer and the Alabama Soccer Association.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from four-year College or university; or four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Must have strong budgeting skills, with the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume and circumference.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess or have the ability to possess a valid Alabama Driver License and have an acceptable driving record. In addition, staff will be required to hold a Commercial Driver's License (CDL) and it must be obtained within the introductory period of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

P.A.R.A. is proud to be a "Drug Free Work Place."

All Employees are subject to random drug screen.