



Technical Team Assistant - Comox Valley United Soccer Club

The Comox Valley United Soccer Club (CVUSC) is offering a unique and exciting opportunity which will focus on working with local players and support club operations and technical programming in order to consolidate, enhance, and meet objectives within the Canada Soccer Club Licensing program. As a grassroots organization, our club is based on the principles of honesty, integrity, inclusivity, transparency, hard work, and fun. CVUSC's goal is to attract as many people as possible to the beautiful game of soccer here in the wonderful Comox Valley. As one of the largest soccer associations on Northern Vancouver Island, we have been a member of the soccer landscape since 1999 and continue to grow year by year. In doing so, we aim to create an excellent soccer experience for aspiring local athletes, be an essential part of the local community fabric, and aim to be the best little club in Canada! As such, in order to achieve this goal and sustain our growth, we are looking for the right person to join our staff as a Technical Team Assistant.

#WEAREUNITED

Reporting

- The Board oversees all positions however, this position will report to the Director of Soccer Operations & Technical Lead for day-to-day operations. The Board may provide clarity and oversight as needed.

Position Summary

This position is a multi-faceted role that includes establishing and maintaining relationships with external organizations, as well as ensuring the efficient delivery of club programming.

- Monitor CVUSC programs to ensure compliance to, and alignment with the Canada Soccer Association (CSA) Long Term Player Development (LTPD) Model guidelines
- Build partnerships with external technical service providers to create and fully integrate on field and off field coach and player development



- Working collaboratively with the Director of Soccer, establishing partnerships with Upper Island and Lower Island Youth Clubs to ensure playing opportunities exist for our Valley Youth Soccer League (VYSL) and Pacific Development League (PDL) players.
- Working collaboratively with the Director of Soccer in establishing partnerships with Tier 2, Tier 1, university level, and professional organizations to ensure that the progression and availability of playing opportunities exist for the Club's exceeding players.

Job Duties

- Ensure access and delivery of Active Start, FUNdamentals, Learn 2 Train and Soccer 4 Life courses are available to club coaches.
- Responsible for assisting the Director of Soccer with creating and implementing player and coach development pathways, programming, curriculum and manuals for all CVUSC Youth programs.
- Shall increase the quantity and quality of CVUSC coaches through recruitment, professional development, evaluation, assessment, and training
- Responsible for assisting the Director of Soccer in the completion of the Canadian Soccer Association Quality Soccer Provider license application by providing access to required information and annual recertifications
- Responsible for integrating the elements of the CVUSC vision and mission statement in all strategies and activities and represent the CVUSC in all matters related to the technical aspects of the club
- Attend CVUSC practice sessions to ensure that standards and support for coaches and players remain high and in alignment with each program's unique goals and aims, without limiting the generality of the foregoing shall include. Valley Youth Soccer League (VYSL), United Development Program (UDP), Pacific Development League (PDL), and if necessary, men's and women's programming.
- Be an on-field presence for Fall and Spring VYSL to lead and support coaches, and ensure the Preferred Training Model method and curriculum is followed



- Assist Director of Soccer with on-field support for the Pacific Development League (PDL) teams, including coach development
- Support the Director of Soccer in implementation of grassroots programming for ages U4 and up

Off the Field Leadership and Responsibilities

- Demonstrate initiative, creativity and imagination while seeking new opportunities to expand the service structure within CVUSC
- Assist in organizing volunteers for major events (Mini World Cup etc...)
- Build and manage membership surveys for VYSL
- Assist with maintaining the Website, troubleshooting, engaging contracted support and analyzing improvement options (This is Urgent and Needed)
- Oversee Kit, Equipment and Field Manager(s) for all Soccer programs – ensuring part-time staff are supported and have back up during peak periods and that best practices in inventory control are used.
 - ☐ Kit Manager - VYSL/PDL jerseys ordered organized and distributed
 - ☐ Equipment Manager - Coordinate Equipment for all Divisions and Team
 - ☐ Field Manager - ensure all fields are lined and goals, nets, flags in good condition

Educational and Work Experience Requirements

- Previous experience working in grassroots sports management
- Previous playing/coaching experience is an asset
 - 'C' License at a minimum and additional safe sport training (i.e. Respect in Sport, etc.)
 - Minimum 3 years of recent coaching experience in grassroots or a high performance league.
 - Certification in other CSA diplomas is an asset
- Education in grassroots sports management is an asset
- Willingness to continue coaching certification and licensing



- Understanding of principles of the CSA's Long-Term Player Development model
- Canadian citizen, Permanent Resident of Canada, or a valid work permit
- Must undergo a Criminal Record Check

Skills and attributes

- Passion for the game of soccer
- Excellent communication, organizational, and time-management skills
- Strong interpersonal and leadership skills
- Highly motivated, driven and strive to inspire coaches and players to achieve their personal best
- Alignment with key club values of honesty, integrity, inclusivity, transparency, hard work and commitment to the community
- Demonstrated experience in working in grassroots environments
- Competency in Microsoft Office suite and Google Workplace

Bring your Expertise

(The following would be assets but are not necessary to apply/qualify for the position)

- Maintaining the Website, troubleshooting, engaging contracted support and analyzing improvement options
- Update and maintain social media

Pay will be commensurate with the successful candidate's skills, experience and attributes. This position is a full-time job based on a 40-hour work week.

Application Deadline:

To apply for this position, please submit a resume to jobs@cvusc.org.

We will begin reviewing applications on November 25, 2024 but this posting will remain open until filled. *We thank all applicants for their interest, however only those selected for further consideration will be contacted.*

