



*The City Beautiful*

## City of Coral Gables Job Description

<b>Job Title:</b>	PT Director of Coaching – Youth Soccer	<b>Prepared Date:</b>	4/2014
<b>Department:</b>	Community Services	<b>Approved By:</b>	Fred Couceyro
<b>Classification:</b>	Part-Time		Elsa Jaramillo-Velez
<b>Pay grade:</b>	\$21.00 per hour		Carmen Olazabal



### Summary

The Part-Time Director of Coaching - Youth Soccer oversees and supervises the Travel Soccer program and all activities, teams, coaches and players involved. Works with Youth Center staff to create the overall structure and development of the Travel Soccer program, including making adjustments to teams, coaches and player selections as well as changes to schedules and post-season events. In addition, the incumbent is responsible for making sure all coaches are trained and placed with appropriate teams.

### Essential Duties and Responsibilities

Supervise the Travel Soccer program and events, including but not limited to tryouts, evaluations, player clinics, coaches clinics, team/coach/club/administration meetings and post-season events and tournaments.

Communicate effectively with youth participants, adults and large groups in a professional setting. Must be able to communicate ideas clearly.

Organize program events and activities alongside Youth Center staff.

Work effectively with Human Resources to select, hire and train program support staff including but not limited to head coaches, assistant coaches, managers and trainers.

Demonstrate ability to relate to players of all ages, levels and abilities.

Ability to recognize and categorize player talent and potential as it relates to team selections.

Design/create coaching criteria and have ability to subjectively evaluate coaches during and after each season.

Create and uphold codes of conduct for coaches, players and parents alongside Youth Center staff.

Conduct and organize coaching clinics and prepare coaches manuals to introduce them to current rules and standards expected within the program.

Observe and evaluate practice sessions and offer guidance where necessary.

Create general guidelines for teams/club relating to team size, age group registration, play time, attendance, conduct and schedule of events per age group.

Assist with transition of players between club and high school/academy/collegiate interests.

Additional duties as assigned.

Advises Youth Center Supervisor on purchases or expenditures to be made for soccer program, including but not limited to, uniforms, equipment, facility and field improvements, and officials.

### **Knowledge, Skills, and Abilities**

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of the principles and practices of youth athletic programs. Ability to communicate effectively with youth participants, adults and large groups in a professional setting. Must be able to communicate ideas clearly and efficiently. Must have the ability to plan, develop, organize, coordinate, analyze, direct and implement youth athletic programs. Ability to communicate effectively with management, co-workers, the public and City officials. Good written and oral communications skills are necessary. Strong leadership skills are required and the ability to advance program and individual skills as related to the Part-Time Director of Coaching position. Must possess development-oriented philosophies vs. results-oriented philosophies; and understand how both can work in conjunction with each other.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is performed both indoors and outdoors. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

High School diploma. Bachelor's degree in sport administration or related field preferred.

At least 5 years' experience coaching youth soccer. Previous experience in club leadership role highly desired.

CPR certification and AED certification preferred.

National Youth License and/or Director of Coaching Diploma.

Possess or obtain advanced certifications in sport and/or experience playing at an advanced level.