



**Position Title:** Director of Coaching Girls (9-19)

**Reports To:** Executive Director and Board of Directors

**Supervises:** Team Coaches and Age Group Director(s)

**Oversees:** Girls Academy and Select Programs; Speed and Agility Program, Showtime Summer and Winter League

**Salary:** up to \$40,000/yr; commensurate with experience

**Additional Earning Opportunities:**

1. profit share from Speed and Agility Program
2. Individual training
3. Club sponsored Camps and Clinics
3. Field Lining

**Time Requirements:** This is a full time management position, requiring 40 hours per week on average.

**Required Licenses:** minimum USSF 'B' license, NSCAA Advanced National, or UEFA "B" license

**Education:** A bachelor's degree from an accredited college is required.

**About VSA:** Vision Soccer Academy of Waukee (VSA), located in the western suburbs of Des Moines, Iowa, is a non-profit premier soccer club. The club has served the soccer community since 1996 and continues to grow. The club is made up of player's ages 3 to 19 in leagues and programs consisting of Grasskickers, dp, Academy, recreational, and select.

**Mission Statement:** To champion healthy life skills

**Job Description –**

- Maintain lines of communication with VSA's BOD, Executive Director, coaching staff (including DOC-Boys), club administrator and most importantly, our members.
- Manage day to day functions of the select program.
- Recruit, select, train and evaluate paid coaching staff for the select program.
- Evaluate, train and manage all coaches on staff in the select program.
- Assist Academy Director in recruitment and placement of Academy coaches.
- Resolve any coach/player, coach/parent conflicts in the select program.
- Promote, manage and oversee the tryout process and selection for the girls' side of the select program.
- Consistently develop and implement age group curriculums U9 – U19 (Academy & Select).
- Promote VSA to the club's constituents and prospects.
- Speak and participate in meetings of membership.
- Organize and plan workshops, seminars and other types of education programs to be presented to the club's constituents, league meetings and schools.
- Attend regional and national coaching symposiums, seminars, workshops, and licensing courses as directed by the Executive Director
- Report monthly to the BOD in writing all updates, changes and new ideas.
- Act as a liaison with key stakeholders in the game of soccer, including referees, parents, school administrators, and the private sector.
- Create short and long term plans.
- Promote the yearly events VSA hosts.



- Observe and evaluate practice sessions as appropriate and offer guidance where necessary.
- Be the contact person for any coaching issues, including training, concerns, disputes and report all relevant matters to the BOD and Executive Director.
- Help organize, manage and oversee all Showtime Summer and Winter League operations.
- Run preseason meetings with all coaches and answer all questions pertaining to you from parents.
- Actively participate in school outreach program by conducting PE classes in soccer for local schools.
- Be an easily accessible person that maintains good rapport with coaches, parents and players.
- Assist in all general administration work as directed by the executive director.
- Other duties as assigned by the BOD or executive director.
- Create and maintain networks with surrounding clubs.
- Develop Club Coach and team coach season schedules.
- Conduct coach and player evaluations.
- Conduct staff meetings at least quarterly.
- Assist all teams with tournament schedules, preparations and placement.

#### **Qualifications –**

- Excellent communication and dispute skills.
- NSCAA playing experience is a plus.
- USSF 'B' license, NSCAA Advanced National Diploma, or UEFA "B" license.
- Bachelor's degree from an accredited college.
- Grade 8 referee certification preferred.
- Substantial playing experience at the college, premier or national level.
- Excellent organizational skills.
- Competent computer skills, including ability to use word processing, spreadsheet, registration and website management.
- Ability to show evidence of creating and implementing a vision for the future success of the club.
- Excellent knowledge of all soccer rules.

#### **Special Skills and Abilities –**

- MUST BE GREAT WITH KIDS!!!
- Flexible schedule
- Desire to motivate
- Ability to communicate clearly and effectively
- Be proficient in use of MS Office software
- Always maintain a professional demeanor
- Maintain effective working relationship with other employees/independent contractors/volunteer board members
- Effective written and oral communication
- Must be able to pass a background check

If interested, please email your resume, a cover letter, three professional references and a copy of the highest coaching license you have obtained to [executivedirector@visionsocceracademy.com](mailto:executivedirector@visionsocceracademy.com). Any questions, please contact Carlos at 515.729.1504. No relocation assistance is available at this time.

#### **Hiring process –**

- Interested individuals that meet the criteria will be contacted for an interview.
- Those contacted will have an initial interview with VSA's Executive Director.
- Those who proceed will then interview with 3-5 board members.
- A decision will be made 1-2 days following the interview with the Board of Directors.