

## **Full Job Description**

### **Montana Youth Soccer Association - Technical Director**

Montana Youth Soccer Association (MYSA) is seeking a Technical Director for a full-time, salaried position. The MYSA Technical Director (TD) has the primary task of the development and management of all events and programs related to the education and training of coaches and the technical development of players across the state. The Technical Director will also be actively involved in the operations of general MYSA events and programs, as well as serve as an ambassador for MYSA with its membership.

The MYSA Technical Director reports to the MYSA Executive Director and the MYSA President. The Technical Director must be available to meet the needs of the clubs and MYSA staff. Occasional night and weekend work will be required, along with travel. Certain times of the year will require 40 hours a week or more. Interested parties should apply on or before Thursday, November 30th.

Essential functions include, but shall not be limited to, the following:

### **Montana Olympic Development Program**

The Technical Director shall manage all aspects of the Montana Olympic Development Program (“ODP”) and all other programs and events designed to give youth players pathways to playing the game at a higher level in conjunction with the ODP Administrator to effectively operate the program.

- Market and promote ODP to players, coaches, and clubs across the state.
- Work closely with the ODP Administrator.
- Set program philosophy, guidelines, and objectives in accordance with USYS
- Define the expectations of players, coaches, and administrators.
- Create an annual program calendar with the help of the ODP Administrator
- Recruit and select Staff Coaches.
- Address and problem solve conflicts.
- Coordinate and lead calls with the ODP staff
- Serve as the liaison to US Youth Soccer National and Regional ODP staff.
- Draft written goals ODP annually
- Work with the ODP Administrator to formulate an annual budget

### **Coaching Education Department**

- The Technical Director conducts courses and clinics to educate coaches at all levels of play across the state.

- Act as the Coaching Education liaison with US Soccer, US Youth Soccer, United Soccer Coaches, and all other organizations that provide coaching educational services. Attend US Soccer Coaching education meetings and symposia as needed.
- Identify, recruit, train, evaluate and manage an Instructional Coaching Staff to teach all Coaching Education courses.
- Operate state-wide coaching education programs for all levels of play with those promulgated by US Soccer, US Youth Soccer and United Soccer Coaches.
- Maintain a database for coaching license through the USSF Learning Center.
- Encourage coaches to seek coaching education and clubs to host coaching education courses.
- Coordinate a strategically formulated number of US Soccer Grassroots, D-License and C-License courses state-wide annually to ensure all MYSA players at all levels are receiving the best and most informed coaching possible.
- Draft written goals for Coaching Education annually.
- Work with the ED to formulate an annual Coaching Education budget.

### **Technical Department Programs**

- The Technical Director shall be proactive and innovative in developing and conducting programs designed to increase the participation and technical development of youth players.
- Travel to and work with teams and clubs from across the state by utilizing the latest coaching concepts from US Soccer and US Youth Soccer.
- Assist clubs that do not employ a Technical Director to implement programs and coaching philosophies to strengthen participation and the development of the club's players and coaches within the club's philosophy.
- Develop outreach programs with schools, parks & rec departments, reservations, and other organizations to grow the game of soccer in Montana.
- General Program and Event Operations
- The Technical Director will participate in the operations of general MYSA events and programs during the fall and spring seasons.
- Lead the effort to educate, promote and grow futsal and futsal programming with clubs.
- Work with the MYSA ED in the planning and organization of MYSA meetings.

### **Administrative Duties**

- The Technical Director is expected to perform all administrative duties necessary to accomplish the goals of the departments they lead.
- Attend appropriate national and regional meetings pertaining to coaching education and player development that the Technical Director deems necessary.
- Assist in the maintenance of the MYSA website pertaining to Coaching Education, ODP and the Technical Director.
- Evaluate, verify, and approve the accuracy of all expense reports for all Instructional Coaching Staff, ODP Coaches and ODP Administrators.
- Attending each MYSA Board Meeting and preparing and submitting a report for each AGM (Annual General Meeting).

- Assist with the development of new affiliates, to include visiting prospective clubs and speaking at affiliated club meetings.
- Present ideas for improved Policies and processes to MYSA Executive Director.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree, Master's Degree preferred
- USSF "B" license or higher, with plans to get "A" license in 12-18 months
- USSF instructor license
- Computer experience and knowledge of multiple Microsoft and other software programs
- Ability to remain sitting for extended periods
- Ability to walk 2+ miles during trainings and events
- Ability to verbally communicate with coaches, players, families
- Ability to lift 50 pounds

Job Type: Full-time

Pay: TBD

Benefits:

- Flexible schedule
- Paid time off

Schedule:

- Monday to Friday
- Weekend availability

Work Location: Hybrid remote located central in the state of Montana

Please send resume and letter of interest to [jill@montanayouthsoccer.com](mailto:jill@montanayouthsoccer.com)

Closing Date: April 25<sup>th</sup>, 2024