

Full Job Description

Montana Youth Soccer Association – State Technical Director

Montana Youth Soccer Association (MYSA) is seeking a State Technical Director for a part-time position, averaging approximately 25-30 hours per week. The State Technical Director (TD) is responsible for addressing statewide soccer technical questions and duties and for leading coaching education efforts across all MYSA-affiliated clubs. The State Technical Director will also serve as an ambassador for MYSA with its membership. This position does not include oversight or management of the Montana Olympic Development Program (ODP). ODP is administered separately and is not a responsibility of this role.

The State Technical Director reports to the MYSA Executive Director. The TD must be available to meet the needs of clubs and MYSA staff, with occasional evening and weekend work required, along with regular travel across the state. Attendance and support at all MYSA State events is required.

Areas of Focus and Performance Expectations

Essential functions include, but shall not be limited to, the following areas of focus.

1. Club Outreach and Engagement

- Contact Montana soccer clubs to offer in-person training sessions for recreational and/or competitive coaches or whatever help they need
- Maintain a weekly outreach log

2. Season Program Schedule Planning

- Develop and submit a draft schedule for all MYSA coach education courses and any club visits planned for each season

3. Coaching Education Delivery

- Plan, coordinate, and instruct (or arrange qualified instructors for) US Soccer Grassroots, D-License, and C-License courses statewide
- Identify, recruit, and maintain a roster of qualified instructional coaching staff to support course delivery
- Maintain accurate coaching license and course-completion records through the USSF Learning Center
- Encourage coaches to pursue continuing education and clubs to host coaching education courses locally
- Assist coaches in setting up their Learning Center accounts and keeping accounts up to date with new licenses

4. Club Technical Support & Player Development

- Serve as a technical resource for MYSA-affiliated clubs – particularly those without their own technical director – on coaching philosophy, curriculum, and player development pathways
- Conduct in-person training sessions and clinics for coaches at recreational and competitive levels
- Support outreach efforts with schools, parks & recreation departments, reservations, and other community organizations to grow participation in soccer statewide
- Support the 3 Strike Committee and attend Zoom calls when needed
- Provide feedback/guidance to clubs when needed for disciplinary issues

5. Program Growth & Innovation

- Identify and lead new initiatives (such as futsal or other technical programming) that increase player participation and technical development statewide
- Stay current on coaching concepts and curriculum from US Soccer and US Youth Soccer, and share relevant updates with clubs and coaches

6. Administrative Duties & Reporting

- Submit a monthly written report to the ED summarizing outreach, coaching education activity, and club engagement
- Attend MYSA Board meetings as requested and prepare a report for the Annual General Meeting (AGM)
- Assist in maintaining MYSA website content related to coaching education and Technical Director activities
- Present ideas for improved policies and processes related to coaching education and club technical support to the Executive Director
- Support and collaborate with the ODP Director

Minimum Qualifications

- Bachelor's Degree or 10 years experience in similar role
- USSF "B" License or higher preferred, with plans to obtain "A" License(or next higher license) within 12–18 months
- USSF Instructor License or plans to obtain within 18 months
- Proficiency with Microsoft Office and other standard business/communication software
- Ability to travel independently across the state, including to rural areas
- Ability to walk the entire complex during trainings and events
- Ability to communicate effectively, verbally and in writing, with coaches, players, and families
- Ability to lift 50 pounds (carry and set up equipment)

Job Type: Part-time, approximately 25-30 hours per week

Pay: \$51,500

Schedule:

- Monday to Friday, with evening/weekend availability as needed for club visits and coaching education courses

Work Location: Hybrid remote, based in the state of Montana; regular statewide travel required

MYSA and Montana ODP is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals. All employment decisions at MYSA/ODP are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, creed, sex (including pregnancy, maternity and sexual orientation), national origin, age, physical or mental disability, marital status, veteran status, genetic information, vaccination status, or any other status protected by federal, state, or local laws.

Please send resume and letter of interest to jill@montanayouthsoccer.com

Closing Date: 12/1/26 or until filled