

Full Job Description

Montana Youth Soccer Association – Olympic Development Program (ODP) Director

Montana Youth Soccer Association (MYSA) is seeking an Olympic Development Program (ODP) Director for a part-time/seasonal (June-mid March) position. The ODP Director is responsible for leading and managing all aspects of the Montana Olympic Development Program and for giving Montana's top youth players a pathway to higher levels of play.

This is a remote position with a seasonal workload: while some outreach and planning occurs June-March, much of the work is concentrated within a few months of the year around ODP tryouts, training, and events. This role is focused solely on ODP and does not include the statewide coaching education or general club outreach duties that sit with MYSA's State Technical Director.

The ODP Director reports to the MYSA Executive Director (ED). This role has supervisor responsibilities over the ODP Administrator. Some evening and weekend availability is required during the program's active season, along with travel to ODP trainings and events, including some out-of-state locations.

Areas of Focus and Performance Expectations

Essential functions include, but shall not be limited to, the following areas of focus. Each area includes a success indicator used to evaluate performance.

1. ODP Leadership & Reporting

- Oversee in conjunction with the ED the progress, ideas, and action items for the ODP direction
- Develop a structured plan including recommendations, an evaluation of current processes, and an implementation timeline
- Submit a monthly written report to the ED
- Attend MYSA Board meetings as requested and prepare a report for the Annual General Meeting (AGM)
- Assist in maintaining MYSA website content related to the ODP season

2. Season Program Schedule Planning

- Develop and submit a draft schedule for all ODP trainings and events planned for the upcoming season
- Document written confirmations from host locations, including Montana locations as well as any out-of-state ODP locations
- Set up all events planned with appropriate entities and make sure teams are registered correctly

3. ODP Coaching Staff Recruitment

- Submit a complete list of ODP coaches to the ED by the end of February each year
- Ensure geographic diversity among coaches, limiting each coach to one team unless no alternative exists
- Ensure all head coaches hold at least a USSF "C" License if possible

4. Program Standards, Liaison & Budget

- Market and promote ODP to players, coaches, and clubs across the state
- Set program philosophy, guidelines, and objectives in accordance with USYS and US Soccer
- Define the expectations of players, coaches, and administrators within the program
- Address and problem-solve conflicts that arise within the program
- Coordinate and lead calls with ODP staff
- Serve as the liaison to US Youth Soccer National and Regional ODP staff
- Draft written ODP program goals annually
- Work with the ED to formulate an annual ODP budget and follow

Minimum Qualifications

- Bachelor's Degree or 10 years experience in similar role
- USSF "B" License or higher
- Prior experience with ODP, high-performance player pathways, or similar competitive coaching programs preferred
- Computer experience and knowledge of Microsoft Office and other standard business/communication software
- Ability to travel to ODP trainings and events, including some out-of-state locations, as needed
- Ability to walk entire complex during trainings and events
- Ability to communicate effectively, verbally and in writing, with coaches, players, and families
- Ability to lift 50 pounds (carrying and setting up equipment, etc)
- Employment contingent on background check and SafeSport certification and First Aid Training

Job Type: Part-time (1/2 time), approximately 20 hours per week; seasonal workload concentrated within a few months of the year

Pay: \$28,500/year

Schedule:

- Flexible seasonal (June-mid March), with significantly increased hours during the active ODP season (tryouts, training, and events)
- Evening and weekend availability required during the active season

Work Location: Remote, based in the state of Montana; travel to ODP trainings and events required, including some out-of-state locations

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