



Assistant Director of Soccer Operations

All resumes and questions can be directed to jsommer@carmeldadsclub.org.

Summary: The Assistant Director of Soccer Operations is responsible working with the Director of Soccer Operations and General Manager in all areas of program management. This includes staff recruitment, player development, program execution, and external relationships specifically related to our program. The position is also responsible for supporting the club culture, methodology and philosophy.

Essential Duties and Responsibilities:

- Recruit and develop volunteer coaches.
- Develop and maintain training core competencies and curriculum for every age group.
- Assist in scheduling training.
- Work with Director to manage summer camps, winter players league and private training programs.
- Develop and maintain pathways to high school and college program.
- Administrative support with various communications platforms and records systems.
- Guest coach different teams throughout the year to support our coaches and meet the players.
- Conduct and implement Coaches and Managers meetings at least twice a year.
- Maintain knowledge of all Indiana Soccer, US Youth Soccer and other entities the club associates with. This includes knowing and understanding the various development pathways platforms.
- Assist with tournament selection/participation.
- Attend matches regularly during the season to support the teams and evaluate the program.

Relationships:

- Reports Directly to the Director of Soccer Operations
- Liaises with coaches, players and parents.

Work Experience, Abilities and Education Requirements:

- Minimum of a USSF D License with an active pathway to USSF C.
- Minimum of 5 years previous coaching and/or club management experience.
- Preferred USC Director of Coaching Diploma.
- Strong conflict resolution and confrontation management skills.
- Strong organizational skills.

Expected/Estimated Hours of Work:

- Minimum 40 hours a week.
- Work hours are flexible to job needs.
 - Must be able to work some evenings and weekends during the season.
 - Must be able to work some evenings during the winter for winter training.
- Office hours at Shelborne Office weekly.

Compensation Package:

- \$50,000 to \$60,000 depending on experience, qualifications and completion of objectives.
- Health and life insurance program available.
- \$1,500 towards professional development annually.
- Opportunities for additional compensation related to Winter Players League, personal training and camps.