

Oakville Soccer Club

Job Description



Position: U12 ADP Head Coach (Part-Time)

Department: Technical

Reports to: Development Programs Manager

Employment Dates: September 2024 - October 2025 (48 weeks, at approx. 6-12 hours/week)

Annual Salary Range: \$8,000 – \$12,000

Oakville Soccer Club

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults. Proudly working with over 1,200 volunteer and professional coaches each year, the Club strives to promote a culture of development, inclusivity and positivity. A consistent leader within amateur soccer and sport, OSC is an active member of Ontario Soccer and the provincial soccer community and is a Canada Soccer National Youth Club License holder.

ADP Head Coach

The ADP Head Coach holds a paid position with the Oakville Soccer Club and therefore is expected to support Club initiatives and policies as per their employment contract. In addition to leading the specified age/gender in ADP the Head Coach is also required to do the following:

Technical

- Attend all training sessions as well as all games, tournaments and other team events.
Note: travel for league games is required.
- Provide mentorship and coaching development in line with OSC coach education workshops.
- Support and implement the OSC Game Model, DNA and Curriculum.
- Manage player assessments and player selection.
- Attend all mandatory meetings set by the OSC Technical Department and/or Ontario Soccer.
- Provide assessments of all ADP players in their pool twice per year or as necessary per Ontario Soccer requirements. Head Coaches must make themselves available for individual parent meetings following the distribution of these assessments.
- Communicate in a timely manner to respond to requests made by the Technical Department and other OSC staff.
- Agree to recruit and maintain the minimum number of required players.
- Must comply with all OSC sponsorship obligations and ensure compliance from all team officials.
- The Head Coach and Staff Coach will be supplied with branded coaching attire once per year and this is mandatory to be worn to all training/games/tournaments etc. Items provided to the Head Coaches/Staff Coaches are also available for purchase for Team Managers and other team staff through a link on the Club's website. Failure to do so will be grounds for termination.
- Equipment distributed to Head and Staff coaches by the Club throughout the season are to be returned at the end of the season/at the requested time. Final pay will be withheld until all equipment is returned and accounted for. Any lost or damaged equipment will be deducted from wages.



Player Development

- Work under the guidance of the Development Programs Manager to deliver the curriculum as set out by the Oakville Soccer Club
- Lead and mentor the Staff Coaches in the designing and running of sessions.
- Create and design sessions, following the topic calendar designed by the Development Programs Manager
- Coach game day rosters implementing the overall Skill Centre and age group specific objectives
- Coach training sessions two/three (2/3) times weekly and all indoor/outdoor festivals (games) in their specific age group/gender
- Deliver information at a minimum of two (2) parent meetings per year. These will occur at the beginning of the indoor season and the beginning of the outdoor season
- Assist with the Skills Development Program to help identify players for ADP.

Administration

- Adhere to all OSC policies at all times
- Head Coach and Staff Coach must notify the Developmental Programs Manager (in writing) in advance that they will be absent from any training session, game or meeting. They must ensure coverage for training and or games is in place from within the ADP Head/Staff Coaching pool.
*Vacation requests must be approved by the Development Programs Manager.
- The ADP program shuts down periodically during the year. These program breaks typically take place from mid-December to early January, in mid-March, for a total of four weeks per year. OSC will confirm the schedule for these breaks in advance.
- It is expected that ADP coaches will complete their duties or other tasks as assigned by the Technical Department during these breaks unless you have an approved vacation request.
- OSC Policies and Strategic plan are understood and agreed upon.
- Head Coaches are responsible for and must oversee all administrative aspects (i.e. carding, game sheets etc.) relating to the program.
- Coaches must follow all Ontario Soccer, District, and Club policies and procedures and ensure the same of their players.
- Completion of all surveys and questionnaires sent by the Club is mandatory.
- Must submit a valid vulnerable sector screening (dated within the last two years) with signed contract and sign a Criminal Offense Declaration annually.
- Must act as the Responsible Person at all training sessions and games as required by Rowan's Law. Sign off to be returned with employment contract.
- Be the primary contact for any player or parent issues for the age group/gender.
- Be an active participant in the OSC coaching community and contribute to the betterment of the Club coaching standards.
- Must use an OSC issued email address as the primary email for communication as an ADP coach



Qualifications and Education

- The Oakville Soccer Club will support coaches and approve any Canada Soccer or CONCACAF license they wish to register for but this must be approved by the Senior Technical Director **prior** to registration. Limited to one coaching education course per calendar year.
- **Mandatory:** Must have completed the following: Learn to Train (coaching certification), Making Ethical Decisions transcript, Respect in Soccer certificate, Making Headway transcript, Safe Sport, Emergency Action Plan, Mental Health in Sport, Laws of the game, Understanding the Rules of Two and submit copies of each with signed contract
- C-License preferred
- Coaches working with female players must also complete Keeping Girls in Sport.

Skills and Competencies

- Strong interpersonal, communication (written and verbal) skills.
- Ability to mentor and develop staff coach(es).
- Clear understanding of holistic player development.
- Professional, approachable, detailed, punctual and organized.
- Able to work in a team environment and promote team culture.

Please submit your resume with cover letter to the Oakville Soccer Club at coaching@oakvillesoccer.ca.

Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in the email with their application form.

The Oakville Soccer Club thanks all applicants in advance for their interest but advises that only those being invited for a formal interview will be contacted.