



## **Director of Coaching**

### **Job Description:**

The Director of Coaching and Operations is expected to assume the “face of the club” role for the Total Football Club. The DOC will lead efforts to achieve the growth and development of the student-athletes of the club, and strive to provide coaches with the necessary tools to technically and tactically develop players. The DOC must have a strong soccer background and technical expertise to lead TFC’s coaching staff. The DOC is responsible for building on the TFC’s base of existing players. The DOC should possess strong interpersonal and public speaking skills and be able to resolve conflict in a professional manner. The DOC must also have strong written and oral communication skills. The DOC is a full-time salaried position requiring a non-traditional work schedule of daytime hours, evenings, weekends, and some holidays. Travel is required. The DOC will have regular exposure to outdoor activities and all weather conditions.

The Director of Coaching will perform the following essential coaching and administrative duties that include, but are not limited to:

### **Coaching duties include:**

- Recruitment, background check, and selection, guidance, development and evaluation of coaching staff.
- Oversee all soccer programs of club.
- Responsible for working with Board of Directors and appropriate club authorities on club tournaments and camps, player development program, and player retention program.
- Design and implement coaching education program utilizing blend of classroom (curriculum) and field sessions (application) that allows for evaluation and feedback. Meet with coaches on monthly basis.
- Establish effective player selection process for use during tryouts. Coordinate, oversee, and direct tryouts for all age groups.
- Host annual Parent Orientation Night at conclusion of tryouts.
- Developing training schedules for teams.

- Approve tournament schedules for TFC teams, consistent with philosophies of TFC and needs of individual teams and assist teams with choosing appropriate tournaments and playing leagues.
- Other duties as assigned or required by General Manager.

**Administrative duties:**

- Serve as TFC representative at league meetings and lead meetings when necessary.
- Report to General Manager and BOD, and work closely and collaboratively with General Manager and BODs, in day-to-day operations of the club.
- Maintain positive relationships and open communication with BOD, GM, coaching staff, team managers, parents, players, and community at large.
- Provide semi-annual written evaluations to coaching staff.
- Act as tournament director for TFC hosted tournaments.
- Assist in the development of annual club budget.
- Seek corporate and other donors/sponsors for club
- Hiring and termination of coaching staff, subject to BOD approval.

**Qualifications:**

- Strong Leadership skills
- USSF National “C” coaching license, with the agreement that his/her “B” coaching license will be obtained with 2 years of being hired. Appropriate combination of playing and coaching experience commensurate with an advanced license may be considered.
- Proficient use of e-mail, Word, Excel, PowerPoint, etc.
- Background check required through US Club and US Youth Soccer

**Preferences:**

- 4-year college degree (business background a plus) preferred but not a must
- Prior experience as Director of Coaching
- Bilingual in Spanish preferred

**How to Apply: All interested applicants should email resume, cover letter and a minimum of two professional references to [info@totalfoot.org](mailto:info@totalfoot.org)**