

# **SOCCER IN THE COMMUNITY DIRECTOR, RICHMOND KICKERS YOUTH SOCCER CLUB**

*The primary responsibility of the SITCP Director, is to Manage the day-to-day Operations and Administration of the Youth Recreational Level Programs at all neighborhood locations (currently 3). The secondary responsibility is to grow the overall Recreational Program by double digit percentages year over year.*

## **MAJOR RESPONSIBILITIES**

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### **Operations**

- Develop and oversee Coaching manuals, league rules and equipment
- Schedule and conduct coach/director/volunteer pre-season meetings
- Manage volunteer background check requirements with KidSafe program and County programs
- Oversee and approve game and practice schedules once completed by Directors
- Work with referee assignor and audit detailed billing
- Coordinate field setup and breakdown with Directors and Volunteers
- Oversee ordering and maintain inventory of equipment and uniforms
- Manage uniform distribution process
- Select, order and distribute trophies, awards and team photos
- Implement and administer field closures/game changes
- Develop and implement marketing plan to grow current programs and identify new programs

### **Administration**

- Create and administer volunteer base of coaches, division directors, uniform director and team managers
- Create and manage job duties for Directors, including building of team rosters and scheduling of games
- Manage Coaches Code of Conduct requirements
- Submit check requests and time sheets for any paid resources
- Data entry of paper applications into online database
- Distribution of all marketing materials from club including ProPass, Camp Brochures and Pro-game flyers
- Maintain and update information on recreation portion of club website

### **Communication/Promotion/Community Outreach**

- Market programs, including design and distribution of post cards, flyers in schools, newsprint
- Recruit coaches and other volunteers
- Primary point of contact to membership, coaches, directors and volunteers with high level of game day visibility

- Work with contacts within the various Parks and Recreation regarding field assignments and attend all general Parks & Rec meetings that apply
- Follow up with complaints and discipline issues involving coaches, players, and parents
- Manage and approve any special requests
- Establish and foster relationships with school athletic directors and physical education teachers
- Schedule Positive Coaching Alliance workshops

### **Technical**

- Recruit and schedule trainers and define curriculum as referred by club Technical Director
- Make recommendations to Assistant Technical Directors regarding players to travel programs
- Schedule coaching clinics, D and E certification classes and promote with other clubs

## **REQUIRED EXPERIENCE/CHARACTERISTICS**

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- Possess USSF National Youth License or willingness to obtain within one year
- Soccer playing background
- Strong Project Management and Communication skills.
- Strong interpersonal skills and track record of working effectively in a matrix work environment.
- Highly organized, disciplined and success-motivated.
- Willingness to work non-traditional work hours.
- Superior customer service skills.
- Sound competency of internal and external technology tools.
- High personal energy coupled with a genuine enthusiasm for creating a strong Kickers brand
- Love of the beautiful game of soccer and enrichment of kid's lives

The Richmond Kickers Youth Soccer Club is accepting e-mailed resumes to:

[jobs@richmondkickers.com](mailto:jobs@richmondkickers.com)