



Director of Soccer of Operations
Posted August 30, 2022

Park Ridge Soccer Club (PRSC) is seeking a passionate and innovative soccer leader who can leverage their experience to drive player and coach development, community engagement and the love of the game for all ages and skill levels.

Who are we looking for?

You are more than a coach — you are a leader.

A technology adept, program advocate, who uses data to fuel innovation and program specifications.

A proactive community builder, always willing to improve players, program, and self.

A passionate motivator, and lifelong learner who learns as much as he/she teaches.

A developer of players and coaches, always helping to improve the program.

A transparent, results-oriented finisher who sets goals, accomplished them and celebrates club achievements.

Job Summary:

The Director of Soccer Operations (“DOSO”) oversees all soccer related activities and the development of the club, coaches and players. The DOSO shall develop, operate, and oversee programs for all levels of play in our House, Travel, Premier, TOPSOCCER, Academy programs and is responsible for all aspects of soccer operations within the club. The DOSO acts as an ambassador for the club and always promotes the interests of the club. The DOSO oversees player and team development plans focusing on technical and tactical training and is responsible for hiring and supervising Team Coaches to implement PRSC’s goals for each of its soccer programs. The DOSO leads the development of overall program goals and activities, and assists in developing PRSC budgets that are submitted to the PRSC Board for approval.

QUALIFICATIONS:

- USSF “C” or higher license or USC equivalent. USC DOC Diploma is desirable.
- Professional or college level playing experience.
- Professional, semi-professional or collegiate coaching experience.
- At least five (5) years’ experience coaching youth soccer.
- Previous experience in a DOSO, Director of Coaching, or Assistant DOC role is preferred.
- Bachelor’s degree, master’s preferred.
- Coaching education experience at the local, state, regional, or national level is highly desirable.
- OR applicable combination of education and/or experience which demonstrates the ability to perform the essential functions of the position
- CPR/First Aid certification preferred
- Candidates must pass a criminal background check, have a valid driver license, and be a US citizen or hold permanent resident status

RESPONSIBILITIES:

Strategic Direction

- Work with the Board President (BP) and Board of Directors (BOD) to formulate and implement a strategic growth plan for PRSC.
- Participate in monthly BOD meetings, communicate with BP and BOD, and advise on all soccer issues within PRSC as well as advise on all relevant youth soccer rules and regulations under USYS, US Club, EDP, ANL, NPL, EPYSA, and CPYSL.
- Be the face of the club in the community through regular communications (e.g., Memorial Day Parade, annual Chicago Fire FC outing, and other community events, as deemed appropriate in consideration with the BOD)



Supervise Coaches

- Solicit and recommend coaches for Travel and Premier teams to the BOD.
- Hire Travel and Premier team coaches with approval of BOD.
- Establish minimum qualifications and selection criteria, including compensation recommendations to Travel Program Directors, for Travel and Premier team coaches.
- Ensure Travel and Premier team coaches understand and implement age-appropriate Player Development Plan (“PDP”).
- Ensure that Travel and Premier team coaches understand and comply with PRSC, IYSA and league rules and policies.
- Develop and conduct bi-annual performance evaluation for Travel and Premier coaches each season and review evaluations with the BOD.
- Assign coaches to teams based on their strengths and demands of age group.
- Ensure that Travel and Premier coaches know their practice, game schedules, and ensure that there is coaching coverage for all activities.
- Conduct seasonal coaches’ meetings to review program performance and identify areas for improvement.
- Hold bi-annual meetings with Travel and Premier team coaches to review application of PDP and such topics as tournament schedule, league play, and player development

Training and Development

- Establish a written Player Development Plan (“PDP”) for all levels of play in the club (House, Travel, Premier, TOPSOCCER, and Academy Programs).
- Oversee the implementation of the PDP. Once created, the PDP shall be the exclusive property of the PRSC.
- Develop and oversee training programs, including but not limited to, clinics and camps.
- Develop a standard individual player evaluation process reflecting the PDP and ensure coaches deliver player evaluations after each season.

House League Program

- Make recommendations to the Board on the playing rules structure and administration of the recreational PRSC House League program.
- Work with House League Directors to identify and deliver online training for PRSC House League coaches and provide written or online practice plans for House League coaches.
- Develop and coordinate the PRSC Academy Training sessions offered to House League players.
- Coordinate with House League Directors to evaluate House League players each season.
- Conduct seasonal coaches’ meetings with volunteer coaches to review program goals, practice plans, and areas for growth and development.

Travel League Program

- Develop proposed Travel Program budget with President.
- Oversee Travel Program Tryouts:
- Develop and communicate to participating coaches and BOD a plan for tryouts and oversee player evaluations.
- Coordinate with BOD to schedule and communicate tryout information.
- Work with Travel and Premier coaches to select teams based on evaluations and pre-tryout input.
- Leagues and Tournaments:
- Determine team placement for leagues and tournaments.
- Register teams with leagues and oversee overall player registration.
- Oversee communication of practice and league schedules.



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- Represent PRSC at IYSA, YSSL, IWSL or other league meetings.
- Develop a plan and lead scheduling of indoor training facilities and schedules.
- Manage equipment and uniform needs.
- Assess and communicate the playing conditions of the fields to ensure the safety and quality of the fields.
- Deliver monthly written reports to the Board providing a review of soccer activities and upcoming season goals as well as advise the Board on improvements and issues.
- Respond to all inquiries.
- Perform other such duties deemed reasonable by the PRSC BOD.
- Promote the club code of conduct and will report any allegation of inappropriate conduct by a player, parent, or trainer to the PRSC President. The BOD, in consultation with the DOSO, will determine what sanctions, if any, are appropriate.