

Spencer Soccer Club, Inc.

Job Title: Director of Assessments	Job Grade: Volunteer
Area: Player and Coach Development	Reports to: Vice President of Player and Coach Development
Revision Date: 6/01/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Assessment shall be responsible for the implementation and coordination of assessment policies and procedures. The Director of Coaching Assessment is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Assessment has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Maintain, develop, and promote relationships between the Spencer Soccer Club and all coaches
- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Maintain current knowledge of Spencer Soccer Club assessment protocol (e.g SoccerPlus, iSoccer)
- Carry-out the Vice President of Coach and Player Development strategic decisions over player assessment
- Develop methods to implement player assessments
- Develop methods to track player assessments
- Develop means to communicate results to Spencer Soccer Club coaches and players

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Player and Coach Development

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Player and Coach Development
- Work directly with the Vice President of Coach and Player Development to develop dates and times of Spencer Soccer Club Travel and In-Town Player Assessment
- Communicate and coordinate assessment dates with travel coaches and the Director of In-Town Programs
- Submit requests to the Director of Field Coordination to obtain school use for scheduled events, when applicable
- Coordinate and educate Coaching Staff to ensure all assessment stations are covered by individuals with expertise
- Act as administrator and be present at all player assessment events held by the Spencer Soccer Club
- Maintain and update master database for all players and their assessments
- Educate and provide coaches with the materials necessary to complete individual player assessment forms

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.