

Spencer Soccer Club, Inc.

Job Title: Vice-President of Player and Coach Development	Job Grade: Volunteer
Area: Player and Coach Development	Reports to: Senior Vice President of Operations
Revision Date: 5/27/11	Term: 2 years / Election in even numbered Years

Position Overview

The Vice President of Player and Coach Development shall be responsible for the Player and Coach Development Branch of the Spencer Soccer Club. He/She shall supervise the actions of the Director of In-Town Player and Coach Development, Director of Travel Player Coach Development, Director of Coaching Education, Director of Off-Season Programs, and Director of Assessments. The Vice President of Player and Coach Development must have obtained his/her "D" coaching license or have been an active soccer coach for a minimum of five (5) years prior to being elected to this position. Candidates that do not meet one (1) of these criteria are not eligible to be placed on the ballot for election.

Essential Job Functions

- Maintain, develop, promote, and mentor relationships between the Spencer Soccer Club and coaches
- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Oversee all responsibilities of reporting directors
- Create, develop, and monitor the Coach and Player Development strategy and plan
- Maintain current knowledge of league rules, regulations, and policies
- Act as point of contact for all contracts relating to camps and clinics
- Provide ruling on final assessment and player placement
- Provide ruling on final coaching assignment
- Provide ruling on final travel team division placement
- Coordinate coach and player development branch information and communication between reporting directors and other members of the Board of Directors (BOD)
- Ensure all Coach and Player development dates and deadlines are completed timely according to the Spencer Soccer Club Master Schedule
- Develop an annual budget of estimated expenses
- Steer parent education

Non-essential Job Functions

- Conduct all essential job functions and requirements for any vacated or unresponsive reporting director position
- Make recommendations to the BOD for removal of Reporting Director if such removal is in the best interest of the SSC.
- Complete other special assignments, which, from time to time, may be given by the President, Senior Vice President, or BOD

Requirements

- Attend Board of Director (BOD) meeting
- Communicate a summary of Reporting Directors to the BOD monthly

Requirements (cont.)

- Present Coach and Player Development strategic planning motions to the BOD
- Present a written summary to the membership at the Annual General Meeting reporting all current and planned activities involving Spencer Soccer Club in league competition, tournaments, training for coaches and other important information pertaining to the ongoing activities of the program
- Obtain budget estimates from all reporting directors to develop and submit an annual budget request
- Ensure timely completion of all Player and Coach Development assignments and in accordance with the Spencer Soccer Club Calendar of Events including but not limited to:
 - MAYS Spring & Fall Team Information Spreadsheet
 - CORI Completion
 - Player Assessment and Placement
 - Coaching Licensure and Seminars
- Establish, review, and understand contracts with camps and clinics
- Coordinate with the Vice President of Marketing, Communication, and Fundraising to ensure camps and clinics information is communicated to all Spencer Soccer Club members
- Understand league requirements and policies including but not limited to:
 - Coaching education hierarchy
 - Player disciplinary actions
- Monitor, review, and communicate membership forecast and final registration reports received from the Vice President of Administration to the Director of Assessments for player assessment and placement procedures
- Distribute Un-Reregistered Player Reports during periods of registration to the Coaches or reporting directors
- Contact potential players directly to fill vacancies when faced with insufficient roster sizes
- Develop, distribute, and communicate educational materials to parents indicating direction of player development, assessments procedures, and program objectives

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.
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