Job Description – Assistant Director of Coaching: Competitive

The Assistant Director of Coaching will work in conjunction and collaboratively with both the Director of Coaching and Director of Player Development employed by OKC Energy FC to promote, develop, support and help grow soccer programs in existing member clubs and in new potential soccer clubs. The main focus of the ADOC are competitive players, coaches and club programs and is OSA’s technical liaison with the Energy.

The Assistant Director of Coaching is expected to play a dynamic leadership role for OSA including, but not limited to, the following areas:

- Supporting the continuous improvement of best practices in the player development and coach education for the state.
- Addressing the technical changes in the coaching and player development landscape by adjusting plans and programs accordingly and in with the strategic plan for OSA.

Specific duties and responsibilities include but are not limited to the following:

1. Coaching responsibilities
   A. Communication to OSA member clubs and personal contact in attending competitive club board meetings and on-site visitations. Average a minimum of six contacts per month.
   B. Coordinate with the Energy Director instructors for USSF License Courses and will assist in the promotion of courses to member clubs with the Energy.
   C. Will collaborate with the Energy in the development, promotion, organization and staffing of Community Outreach events.
   D. Will offer competitive on field team/club coaching and parent education sessions.
   E. Seek avenues to grow competitive soccer in Oklahoma.
   F. Facilitate the communication between clubs & OSA and clubs to clubs.
   G. Develop competitive relationships with all member clubs.
   H. Identify the competitive needs of clubs and how to best serve our members.
   I. Will coordinate with the ADOC: Recreational on statewide program, player and club needs.

2. Player Development responsibilities
   A. Coordinate and communicate with the Energy Director on staffing, scheduling, program development and long term objectives of the Association.
   B. Will coordinate scheduling, administration and information of Player Development activities and events with the OSA Office in conjunction with the Energy.
   C. Will assist at OSA Tournaments and provide technical direction and support.

3. General
   A. Will provide a monthly written report of activities.
   B. Will attend the yearly OSA Workshop and promote & assist to the overall success of event.
   C. Will assist in the office with general operations coordinated with the Executive Director.
   D. Assist with any other duties that the Executive Director or Board of Directors request.

4. Desired Qualifications
   A. U.S. Soccer B License, A License preferred.
   B. Experience in association or club management.
   C. Excellent people skills, including strong collaboration facilitation, listening, and decision-making skills.
   D. Ability to, and comfortable with, working with multiple supervisory and/or collaborative bodies.
   E. Excellent computer skills (Word, Excel, Power Point, etc.)

5. Compensation
   - Salary commensurate with experience.
   - Part time position, 10-15 hours per week.
   - Opportunities to earn additional coaching income.

6. To Apply for this Position:
   Electronic submissions are required to be considered for this position and only complete submissions will be considered. Send a cover letter addressing your desire, availability and qualifications for the position, a resume and list of two professional references to s.goodrich@oksoccer.com. Candidate screening will be ongoing until the position is filled. OSA is an equal opportunity employer.