



## **Job Description for U9/U10 Player Development Program (PDP) Director of Cheyenne Soccer Club**

**Reports to:** Executive Director of Coaching, Board of Directors

**Location:** Cheyenne Soccer Club on-field facilities, including but not limited to Cheyenne North Community Park (North Park), and Cahill Park. Remote based work primarily, with local meetings as needed

**Salary:** Based on experience

**Duties of the PDP Director are: Including but not limited to;**

- Selection and placement of coaches for PDP teams, in conjunction with Executive Director of Coaching
- Selection of teams at Club evaluations/kickarounds, in conjunction with team coach/coaches
- Selection of events attended by PDP teams, in conjunction with team coach/coaches, and Executive Director of Coaching
- Implement and evaluate coaches use of CSC age-specific curriculum, in conjunction with Executive Director of Coaching
- Assist coaches who are in need of support on and off the field regarding their team/soccer/coaching
- Attend all CSC Staff/Board of Directors meetings
- Continually evaluate and assess PDP staff, in conjunction with Executive Director of Coaching
- Communicate with Director of Member Services in order to keep PDP section of CSC website current
- Recruit players and coaches for PDP
- Implement U8 "Skills Nights" a minimum of twice in the Fall and twice in the Spring, in order to further identify and recruit players and coaches
- Ensure consistency and clarity with coach and player uniform information

**Roles of the PDP Director requires the individual to:**

- Be present at training sessions, either to implement the session, or to

evaluate coaches doing so

- Be present at home games, to evaluate players and coaches
- Maintain a professional manner at all times when representing the Club, both in and out of uniform
- Wear CSC apparel for any and all official CSC events, such as training sessions, games, tournaments, etc.
- Ensure all coaching staff under their supervision also wear CSC apparel for any and all official CSC events
- Be willing and able to assist with soccer-specific regular facilities preparation for games hosted at CSC facilities
- Report all complaints to the Executive Director of Coaching and/or the Director of Member Services at the earliest opportunity
- Not to discuss confidential information regarding the running of CSC to any third party at any time
- Have competency working on computer and programs such as Google Drive and its applications
- Be contactable by colleagues and customers as needed, sometimes during unsociable hours
- Request any personal expense (travel, equipment, etc.) on behalf of CSC in advance, following the procedures for Reimbursement through our Treasurer
- Complete other duties as assigned