

Soccer Director

Summary:

The Niles Park District is seeking a full time Soccer Director. Under the direction of the facility manager the Director of Soccer is responsible for planning and leading in all aspects of soccer programs, clinics, team formation, and soccer tournaments. This position will also be responsible for hiring several part time employees and volunteers to run the soccer programs.

Compensation: \$40,000-\$50,000 DOQ, plus health, dental, vision, and pension plan.

Essential Duties and Responsibilities:

- Recruit and recommend volunteers, instructors, and coaches to run soccer programs.
- Supervise, plan, organize, and implement soccer programs, clinics, and tournaments.
- Supervise youth soccer program.
- Supervise adult soccer program.
- Develop, execute, and evaluate all soccer programs.
- Prepare class and program descriptions.
- Manage all soccer coaches and volunteers.
- Help mentor coaches and assist with team training.

Experience:

This position requires a minimum of three years' experience in a soccer management position, including coaching and playing experience. Must have a high level of knowledge of the rules and regulations of all youth leagues and rules of the game.

Required skills, knowledge, and abilities:

- Proven ability to manage.
- Ability to multi task.
- Strong verbal and written skills.
- Excellent interpersonal skills and willingness to provide a strong presence and high visibility.
- Excellent prioritization and problem solving skills.
- Strong organizational and conflict resolution skills.
- Team player with the ability to collaborate.

Preferred Qualifications:

- USSF "C" License or equivalent
- USSF National Youth License
- Successful criminal background check prior to employment
- Legally eligible for employment in the United States