



Position Description

Job Title: Recreational, All Abilities & Community Manager	Date: December 20 th , 2024
Incumbent: Vacant	Employment Status:
	Regular <input checked="" type="checkbox"/>
Department: Technical Operations	Temporary <input type="checkbox"/>
	Full-time <input checked="" type="checkbox"/>
Direct Report: Director of Football Operations	Part-time <input type="checkbox"/>
	Intern <input type="checkbox"/>
Location: Pickering Soccer Centre	Reg. hours worked: 37.5hrs

The objective of this position is to grow the Pickering FC brand in all areas of our community. Technical delivery of the Recreational stream is a key component of this role while wider development and supervision of non-soccer related Recreational programming and community engagement is also a focus serving the Clubs future growth.

1. RECREATIONAL

- Day-to-day coordination and operation of Recreational programming from U3 to U18 Indoor & Outdoor programs to include planning, delivery support and seasonal review.
- Liaise with the Recreational Administrator on program delivery to ensure alignment on registration campaigns, uniform ordering, field locations etc.
- U3 to U18 Coach Development Program – Retention, Recruitment and Support of Volunteer/Staff Coaches while ensuring Club policies regarding screening and training are completed.
- Design a curriculum and syllabus online using a soccer specific software for each age group in Recreational to be delivered by volunteers, parents and/or Canada Summer Jobs coaches.
- Implement 3 coaching workshops/clinics: 1 in the Fall, 1 in the Winter and 1 in the Summer prior to the start of each seasonal recreational program.
- Monitor and adjust the recreational programming through direction of age group leaders.
- Ensure set up of the field for each age group and direction is aligned with Club standards.
- Liaise with Facility Staff to ensure all fields are prepared for the season start.
- Be the PFC Club Ambassador for Recreational soccer attending as many on-field sessions as possible across all age groups.
- Mentor Recreational Coaches on the field during the sessions
- Prepare a contingency plan for Recreational teams if a coach is unavailable.
- Communicate with parents and coaches in a timely manner.
- Liaise with Sponsorship and Marketing Coordinator to ensure commitments are met.

LEAP

- Promote and communicate within parents/ caregivers at this age group on the development opportunity through our LEAP program for Recreational players.
- Collaborate with the Recreational Administrator on LEAP schedules and staffing for each season.
- Ensure staff create a positive and developmentally appropriate environment for all players and communicate regularly with parents.



2.	<p>CAMPS</p> <p>Lead the delivery of our key camps (March break Camp and Summer Camp) including:</p> <ul style="list-style-type: none"> • Appointment and training of appropriate staff • Scheduling of field time and other facility space • Documentation for registration, waivers, accident reports forms etc. • Program Plan for each day of Camp • Organization of player groups to ensure fun, fairness and safety.
3.	<p>ALL ABILITIES</p> <ul style="list-style-type: none"> • Support the All-Abilities Coordinator and Lead Coach with program structure. • Support volunteer coach training and screening • Advise on technical content when necessary.
4.	<p>PICKLEBALL</p> <ul style="list-style-type: none"> • Oversee the delivery of the PFC Pickleball program including: • Development of a community of pickleballers • Seasonal Festival events for competitive players • Support participant needs by engaging in surveys and discussion around program development.
5.	<p>COMMUNITY</p> <ul style="list-style-type: none"> • Enhance the Clubs role in the community by seeking out partnerships and City of Pickering growth through: • Development of multi-sport programs that serve the Pickering Soccer Centre and the Community • Networking with parents and participants • Hosting outreach opportunities and new communities in and around New Seaton
5.	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Guide the budget process for the relevant program areas in conjunction with the Director of Football Operations and Director of Operations. • Provide verbal and written reports as required by the Director of Football Operations.
	<p>KPI's</p>
A.	<p>Increase the number of players in the Recreational programs from U3 to U18 program.</p>
B.	<p>Increase the number of Super 6's and 7's players creating a scouting network for age groups U6, U7, U8, U9 specifically.</p>
C.	<p>Educate appointed coaching staff are using best practices to 'develop the person before the player'.</p>
D.	<p>Increase the number of Camp attendees.</p>
E.	<p>Grow pickleball and multi-sport programs in the Pickering Soccer Centre.</p>
	<p>This position receives direction from the Director of Football Operations while working closely with all staff.</p>

