



## Lil' Kickers Program Director Job Description

A Lil' Kickers Coordinator will concentrate on five areas:

1. Staffing/Scheduling
2. Administration/Management
3. Teaching/Evaluating
4. Leadership/Customer Service

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### I. Staffing/Scheduling

- A. Interview and hire potential coach candidates
- B. Maintain weekly schedules and staffing needs for all facilities
  - Weekday,
  - Saturday,
  - Go TEAM in house and outreach events
- C. Market and Promote ads for new coaches
- D. Maintain updates and accessibility to coaches:
  - emails,
  - phone numbers
  - rosters
  - schedule changes
  - upcoming events, hours

### II. Administration/Management

- A. Administration
  - DASH computer system class maintenance
  - Field scheduling
  - Facility cleanliness and organization,
  - Class Consolidation
  - Refunds/Transfers
  - Phone calls
- B. Management
  - Staff scheduling
  - Hiring and training Lil' Kickers coaches

- Develop plans and practices to enhance program efficiency
- Supervision and evaluations
- Maintain and document all reports and discrepancies
- Maintain a clear development structure and plan with Asst CC for coaches and performance

### **III. Teaching/Evaluating**

- Lil' Kickers Director will provide administrative direction and oversee all staff training goals.
- Oversee and guide the philosophy of development to all LK staff
- Teach and develop staff to run and maintain curriculum and standards
- Identifying Coaches strengths and weaknesses to effectively train and develop staff
- Coordinate and schedule trainings with Asst Coaching Coordinator for all staff
- Work closely and oversee coaches training to enhance certain coaching skills
- Supervise, Mentor, and Evaluate all staff and ensure quality product on the field
- Establish and maintain Standards within the LK program
  - Training all new hires on and off the field.
  - Guide the Instructor Training Program Process.
  - Session Evaluations on-field performance

### **IV. Leadership/Customer Service**

- Create a Culture
- Relate to and motivate all staff
- Provide Consistency
- Be the FACE
- Quality Assurance
- Involve in community outreach and help establish outside partnering relationships
- Coordinate and be POC on site
- Be an effective communicator to customers

### **Additional hours Sockers FC**

Coaching and assisting programs

- Sockers FC juniors
- Girls U8 team
- IWSL Liaison registration