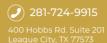


#### **NORTH**



201 Timberloch Place Suite 275 The Woodlands, TX 77380

#### **SOUTH**





# **Recreational Program Director**

| Position title                | Department / division | Reports to          |
|-------------------------------|-----------------------|---------------------|
| Recreational Program Director | Grassroots            | Grassroots Director |

# **Position purpose**

This is a **full-time position** responsible for overseeing one of our Recreational program locations implementing all rules, SOPs, and policies of the club.

## Unique aspects to this position

The position requires an **outgoing** personality, the ability to demonstrate and **articulate** the fundamental techniques and tactics of soccer relevant to all age groups. History of playing and coaching at various levels is desirable.

### **Job duties**

- Off Field: no set hours use club offices as a resource if and as needed.
- On Field: Monday-Saturday (Feb-May & Sept-Nov) oversee Field Setup, Team Practices, Skills
  Training & Street Soccer.
- Communication: create and distribute all external comms to Woodlands Rec members.
- Coach Education: lead, educate and support volunteer coaches.
- Team Formation: create teams bi-annually following cyclical registration windows.
- Volunteer Education
  - Appoint, educate and support volunteers
  - o Approve rosters, practice schedules, game schedules, manuals & brochures
  - Conduct coach's clinics & meetings as requested by Grassroots Director.
- Events: work club events & tournaments as assigned
- Promotion: of club events, camps, tournaments & fundraisers
- Recruit / Retain: grow the program per targets set by Grassroots Director.

# Requirements

- Ability to work 40 hours per week
- Availability to work weekends
- Ability to lift up to 50 pounds
- Located in Houston, TX or surrounding area
- Ability to use all Microsoft programs
- The ability to effectively recruit, organize, communicate and educate volunteers

### Compensation

This is a full-time salaried position with option for health insurance and 401K contributions. Salary based on credentials and previous experience.

Interested candidates can send their resume to The Grassroots Director at Recreational@HTXSoccer.com