



## **St. Albert Soccer Association**

61 Riel Drive, St. Albert, AB T8N 3Z3

780 884 1054

[www.stalbertsoccer.com](http://www.stalbertsoccer.com)

### **Position Profile**

#### **Grassroots Head Coach**

**February 2026**

The St Albert Soccer Association is a non-profit, youth soccer club, overseen by a volunteer board, and run by staff. We offer recreational and competitive soccer programs for close to 5,000 players year-round. We are proud to offer programs for youth and adults of all ages and look forward to adding a Grassroots Head Coach to our staff.

### **The Role**

Reporting to the SASA Executive Director and under the guidance of the Technical Director, the Grassroots Head Coach is responsible for the development and operation of SASA's Grassroots programs. The role delivers training and coaching sessions and provides coach mentorship through the season in alignment with Long Term Player Development. The Grassroots Head Coach will also identify talent and facilitate the transition of players and coaches from the Grassroots program to the Skill Center or Soccer for Life Pathways. Through each season, the role will identify and present possible changes and improvements for the program and/or technical curriculum. The Grassroots Head Coach will provide weekly feedback to the Executive Director, Technical Director, and/or Vice President, Community Programs on the Grassroots communities, teams and coaches in our U4 – U13 age groups.

### **RESPONSIBILITIES**

#### **Planning & Budgeting**

- Develop a Grassroots budget with the Technical Director and Executive Director
- Design and plan a yearly Grassroots Calendar.
- Monitor the Grassroots portions of the approved budget, income and expenditures.
- Assist in the preparation of the annual program evaluation and reporting documents.
- Work staff and applicable board of directors to identify ways to strengthen and integrate Grassroots programs with other SASA programs

#### **Grassroots Program (Community and Skills Centre)**

- Identify training and development needs
- Manage the build of Grassroots teams via SASA database.





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- Build community relationships with community stakeholders and families.
- Email and provide Grassroots presentation details to all Grassroots parents.
- Plan, deliver, and discuss session plans with Grassroots coaches.
- Manage FAQ's during the season.
- Support and provide Feedback to coaches during season and self-improvements.
- Develop and manage all Grassroots program, including development of content to be delivered to players.
- Develop, direct, and manage, skill development programs and curricula for all Stage 1, 2, & 3 athletes in alignment with LTPD principles on an equal basis for all Grassroots age groups
- Develop and manage a talent identification system and feedback process within the Grassroots Program
- Lead all applicable In-House coaching programs

### Player Development

- Assist the Technical Director in the overall recruitment and identification of coaches and players.
- Work with and cross promote SASA Programs within the community
- Promote and support all community players in the pursuit of the enjoyment and development of soccer skills through related programs.
- Promote and support prospects in the pursuit of higher level playing or coaching opportunities, either with Provincial Programs, National Programs, collegiate or university programs, and/or professional clubs.
- Plan and lead SASA Summer Camps

### Administration

- Provide website content, newsletter content, updates and communications.
- Assist with the order, maintenance and distribution of Technical Program equipment.
- In coordination with Operations, account and tracking for all Technical Equipment
- Assure Security clearance process is completed for all Coaches with the Registrar.
- Coordinate facility bookings for all Grassroots Programs and Events with Operations.
- Identify opportunities for process and policy improvement and recommend changes
- Ensure the completion of Code of Conduct and contracts for all Grassroots coaches and staff
- Promotion of the SASA to all stakeholders, parents and players
- Participate in strategic planning
- Attend Technical Committee and/or Board meetings as requested

### DESIRED CORE COMPETENCIES AND BEHAVIORS

The incumbent is expected to demonstrate the following competencies and behaviors in order to successfully fulfill the responsibilities of the position:

- Expertise working with young players and coaches in the early stages of development.
- Superior Coaching skills, knowledge, and background in the game





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- A good understanding of Long-Term Athlete Development principles
- Respects and practices the mission, goals and guiding principles of the SASA
- Represents SASA in an accurate, fair and favourable manner
- Strives to enhance the image of SASA: assists with promotion and visibility of the Association to all stakeholders
- Excellent interpersonal skills in dealing with members, the public, staff, and Board under all types of conditions; maintaining a positive and supportive approach
- General Managerial skills including but not limited to: administration, organization, leadership, timely verbal and written communication, decision making, resource management and basic computer proficiency
- Ability to work with minimal supervision
- Must be well organized and possess excellent time management skills.
- Demonstrated ability to multi-task in a high paced environment.
- The Grassroots Head Coach works a flexible 35-hour work week with 20 hours per week on field.

### DESIRED KNOWLEDGE, EDUCATION AND EXPERIENCE

- Minimum CSA C License in Coaching or equivalent considered an asset (equivalent experience may be considered in lieu)
- Completion of the CSA Children's License, or open to obtaining
- Background in the understanding of the LTAD model
- Minimum two years' experience in a not-for-profit soccer organization preferred
- High level playing experience preferred
- Familiarity with the development elements relative to the components of Physical Literacy training for Youth
- Proficiency in information systems software applications such as Microsoft Office Suite (Word, Outlook, Excel), and databases
- The ability to facilitate coaching course relative to the development stages of players for the affected age groups is also a desired asset

**Closing date for this posting will be March 6, 2026.**

Interested candidates should forward resume to [chris@stalbertsoccer.com](mailto:chris@stalbertsoccer.com) We thank all who apply and only candidates selected for an interview will be contacted at this time.

