



## BURLINGTON SOCCER CLUB

3390 SOUTH SERVICE ROAD, SUITE 104, BURLINGTON ON L7N 3J5

905.333.0777 • [WWW.BURLINGTONSOCCER.COM](http://WWW.BURLINGTONSOCCER.COM)

**Position Title:** Coordinator, Competitive Programs (U13+) & Performance Analyst  
**Type:** Part-time, Contract  
**Location:** Burlington, ON  
**Reports To:** Director of Soccer  
**Start Date:** Immediate

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### BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 9,000 youth and adult soccer players and is one of the largest soccer clubs in Ontario. The BSC is home to the Burlington Bayhawks and is proud of its competitive team successes over the years, which includes 44 provincial championships and 13 national championships. The Club holds a Canadian National License, Ontario Provincial Development League (OPDL) License, and League 1 Ontario (L10) Franchise.

### POSITION SUMMARY

As part of the BSC technical team and reporting to the Director of Soccer, this position ensures alignment of the competitive programs (U13+) with the mission and vision of the Club. This position will follow direction as outlined by Canada Soccer and National Youth Club Licensing. Furthermore, they will analyze, interpret, forecast, visualize, and report on soccer-related data to help in decision-making, preparation, and development for all relevant programs across the technical department.

This position will contribute to the development of a unified soccer family where the needs of the player are always put first; ensuring every player has the best chance to reach their full potential whether that potential is playing recreational soccer or being called up for Canada.

### PRIMARY DUTIES & RESPONSIBILITIES

#### *Technical*

- Monitor the planning and development of all training sessions across the Competitive Program, ensuring they are age and stage-appropriate, in alignment with OSA Long-Term Player Development
- Liaison for all coaches across all Competitive programming and competitions
- Oversee and help manage player and coach movement across the talented pathway
- Monitor compliance with the clubs' competitive program and player and coach development curriculum with OSA's LTPD guidelines and Canada Soccer's requirements for National Youth Club License holders
- Potential OPDL Assistant coaching assignment

#### *Administration*

- Track training/game ratios and player movement across the player pathway into the OPDL
- Administer the Club's policies as defined by its directors
- Develop and execute program schedules and registration processes for programs
- Monitor and support the club head coach in all requirements set out by Ontario Soccer and National Youth Club Licensing requirements (Club Development, Development, Grassroots, Soccer for life)
- Manage and sustain equipment for competitive programs
- Support with Training and Gameday schedule



### *Competitive*

- Coordinate with PHSA, and any other key stakeholder
- Database all program documentation
- Guide team/coach uniform ordering and fitting processes
- Other duties may be assigned from time to time by the Director of Soccer
  - Vary based on Club projects, initiatives, events

### *Performance Analyst*

- Lead Performance Analysis Team and key deliverables within the OPDL, League 1 and competitive programs
- Develop/deliver BSC performance assessment, monitoring and tracking systems aligned to the club's game models and tactical framework
- Create/deliver tools, policies, and procedures to support all staff in their duties
- Manage and expand relationships with data providers and make decisions on tech and innovation research
- Complete analysis and present reports to staff and players
- Management of analytics equipment, including secure transportation of equipment and renewal of required equipment
- Training/Match Day analytics planning and process delivery
- Meeting room and unit meeting venue set-up and management
- Support resource production – team, unit, and individual player meetings
- Delivery of training systems and coach development capture processes
- Matchday video capture systems

### *Club Development*

- Support the quality of the Club's services, ensuring maximum membership satisfaction
- Professional representation of the club at District, Provincial and National Association meetings, workshops, and conferences
- Work with the Club's Director of Soccer to ensure effective communication exists between the Club and the participants families

### **EXPERIENCE & SKILLS**

- Post-secondary education in Sports Management or Business Administration (or equivalent)
- National C-License (or age-appropriate equivalent)
- Respect in the Workplace and in Sports for Activity Leaders (valid certification)
- The candidate must possess initiative and relationship-building skills
- Proficient with current industry standard sports analysis systems & software (Hudl, Coach Paint, etc.)
- Previous experience in mentorship an asset
- Excellent written and oral communication skill
- Proficiency with Microsoft Suite of Products and experience with coach and player development software's
- Strong time management and proficiency skills
- Strong planning and organization skills with the ability to multi-task
- Knowledgeable with conflict resolution and mediation, lead with diplomacy
- Position is in-office and on-field, so the ability to work flexible hours based on technical department needs is a must (evenings and weekends anticipated)



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Information provided by candidates for these positions will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.

**As a member of the BSC Team, this position requires a police background check and clearance with respect to persons working with vulnerable persons.**

**Applicants must have the authorization to work in Ontario.**

BSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members of our Club.

Candidates requiring accommodation to participate in the hiring process should contact Samantha Stewart at [sstewart@burlingtonsoccer.com](mailto:sstewart@burlingtonsoccer.com).

Expressions of interest, accompanied by a cover letter and resume, will be accepted until filled, and sent confidentially to: [slammie@burlingtonsoccer.com](mailto:slammie@burlingtonsoccer.com).