



BURLINGTON SOCCER CLUB
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Position Title: Manager, Female Development & Grassroots
Position Term: Full-time, Salary
Location: Burlington, ON
Reports To: Director of Development
Start Date: March 1, 2026
Renumeration: \$58,000 – \$65,000 + Benefits

BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 16,000 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 success over the years, which includes 50 provincial championships and 13 national championships. The Club holds a Canadian National License, an Ontario Provincial Development League (OPDL) License, and a League 1 Ontario (L1O) Franchise.

POSITION SUMMARY

As part of the BSC Technical Staff and reporting to the Director of Development, this position provides leadership support and oversees all player, coach, and match official development in line with the Club's vision and mission. The Manager, Female Development & Grassroots, is a full-time position responsible for supervising the Female & Grassroots Development programs within the club, consistent with Canada Soccer's direction for National Youth Club licensing. This position will lead 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. In addition, this role will support the development of female coaches through on-field and off-field initiatives (She Can Coach).

KEY RESPONSIBILITIES & DUTIES

Program Leadership & Oversight –

- Lead the transition pathway from U7 House League to Development and Competitive programs, ensuring a clear, developmentally appropriate progression for players
- Provide direct oversight within the U8 and U9 female grassroots ages, support the growth of female development and player movement
- Serve as Age Group Lead for the U13 Girls program, including appointment as Head Coach of the U13 Girls OPDL team for the 2026–2027 season
- Provide leadership and oversight across the U13 Girls age group, ensuring alignment with the club's game model, technical standards, and long-term development objectives
- Oversee the She Can Coach Program in collaboration with the Director of Development, supporting the recruitment, development, and retention of female coaches
- Involvement with High Performance Camps, OPDL Prep, and delivering the Bayhawks Explorers program
- Perform additional duties as required in support of the club's technical and strategic objectives

Technical Responsibilities –

- Plan, deliver, and evaluate training sessions across the Grassroots program, ensuring content is age-and-stage-appropriate and aligned with Ontario Soccer's Long-Term Player Development (LTPD) framework
 - Primary focus on the girls' pathway, with input across the broader grassroots program
- Act as a technical mentor and liaison for all Grassroots coaches and competitions, with a specific emphasis on female coach development
- Oversee and support player and coach movement within the Grassroots pathway to ensure development-driven decision-making
- Ensure compliance with the club's Grassroots Program and Player & Coach Development Curriculum in accordance with:
 - Ontario Soccer LTPD guidelines
 - Canada Soccer requirements for National Youth Club Licence holders
- Support the establishment of partnerships with schools and community organizations to deliver grassroots programming and coach education initiatives

Administration –

Club Development:

- Track training/game ratios & player movement
- Complete seasonal rosters, registrations, and offer letters for grassroots participants
- Administer the Club's policies as defined by its directors
- Monitor and support the club in all requirements set out by Ontario Soccer and National Youth Club Licensing requirements (Club Development, Development, Grassroots)
- Evaluate, implement, and supervise all Grassroots program development
- Work with the Equipment and Gameday Operations coordinator in the creation, management, and sustainability of all equipment and Gameday processes for the Grassroots program

Customer Service & External Relations:

- Support the quality of the Club's services, ensuring maximum membership satisfaction
- Participate in outside activities judged as appropriate and approved by the Executive Director and Director of Development to enhance the prestige of the Club
- Broaden the scope of the Club by fulfilling public obligations as a participating member of the Burlington Community, where needed
- Professional representation of the club at District, Provincial, and National Association meetings, workshops, and conferences
- Work with the Club's Director of Development to ensure effective communication exists between the Club and the participants families

QUALIFICATIONS, EXPERIENCE & SKILLS

- Professional, diplomatic, tactful, resourceful, flexible, and dependable
- C License, National B License preferred
- Strong time management, interpersonal, and communication skills
- Proficient in the use of Microsoft Office Suite; virtual meeting platforms, and online tools for coach and player development

- Strong Management and Leadership skills focusing on mentoring and assisting staff, Coaches and/or Trainers
- Post-secondary education in sports management, sports sciences, or business administration (or equivalent)
- Respect in the Workplace, Respect in Sports for Activity Leaders (valid certification)
- Experience with the implementation of a cohesive player pathway which includes a stage of development-specific curriculum
- Knowledgeable with conflict resolution and mediation skills, always leading with a diplomatic approach
- Well-developed skills in creating exciting, engaging presentations and public speaking
- Valid and current Ontario driver's licence

WORKING CONDITIONS

- The position is full-time with varying hours of work depending on the Club's requirements. This role is expected to allocate their time according to the Club's needs
- The Grassroots Lead is expected to optimize their time in and outside the office. There is an expectation of maximum benefit to the Club Stakeholders; specifically, work in the evenings and on weekends is required
- The Grassroots Lead must be eligible to work in Canada
- The Grassroots Lead is expected to work in the office/hybrid. Most often, program deliverables are scheduled for evenings and weekends

Information provided by candidates for the position 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.

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 Amal Chauhan at achauhan@burlingtonsoccer.com.

Expressions of interest, accompanied by a cover letter and resume, will be accepted until filled, and sent confidentially to: achauhan@burlingtonsoccer.com.