



Job Description

(March 2025)

Title: Girls Director

FLSA Status: Exempt

Reports to: Technical Director

Position Type Full-time (40 hours/week)

Position Overview

The Girls Director will provide key support to the Technical Director, within the gender specific group, both on and off the field. Off the field, the Girls Director will be tech-savvy, detail oriented and extremely organized. On the field, the Girls Director will maintain a visible on the field presence. The Girls Director will ensure that MYS players across every group are in an environment that maximizes their potential and prioritizes their development.

In performing these services, the Girls Director will participate in coaching meetings, technical training, practice sessions, and games, coaching staff management and program administration. The Girls Director is expected to participate in regularly scheduled MYS Technical Staff meetings, and as needed, administrative staff meetings.

Key Responsibilities:

Strategic

- Work closely with the Technical Director to make organizational improvements and provide recommendations to further progress the MYS Strategic plan.
- Work closely with the Technical Director to review and assess MYS' current technical plan, curriculum, and coaching structure.
- Provide administrative support to the Technical Director and liaise with the MYS administrative staff.
- Supervise, assess, and develop direct reports, including the Age Group Managers (AGMs), Goalkeeper Directors, and any other program directors as assigned.
- Manage the yearly MYS program/technical calendar (i.e. training schedules, preseason camps, and tryouts).
- Provide coaching staff management and oversight of the Girls Academy Level I teams.
- Communicate effectively with parents, players and staff regarding program expectations.

Coaching Staff

- Oversee the continuous development and maintenance of the feedback program for MYS Professional coaches. Including but not limited to; direct observation during training

and games, providing timely feedback on each observation, continuance of the coaching evaluation system, and professional development.

- Recruit, hire and mentor qualified coaching staff.
- Communicate (daily/weekly) with coaching staff, and support MYS Technical director in implementing quarterly coaching meetings.
- Coaching Conflicts – where applicable, assist the AGM to address all coaching conflicts (i.e. scheduling and interpersonal), ensure coaches have found coverage and assist with coverage as needed.
- Support applicable MYS management policies and processes including the Code of Conduct and Ethical Standards, personnel policies, budgeting, etc.

Player Development

- Support the Technical Director with the continuous development and maintenance of standardized player evaluation forms, processes, procedures, and accountability to facilitate player assessments.
- Support the Technical Director with the periodic assessment of each team and individual players to provide timely feedback and opportunities for continuous improvement. Ensure completion of mid-year and year-end assessments as follows:
 - Overall team evaluation
 - Individual player evaluations
- Oversee the appropriate movement of players (up or down levels) to find the optimal placement for their development. Provide guidance and support to AGMs, GKD and coaches in the evaluation/communication with parents and players regarding any movements.
- Foster a positive and inclusive team culture that encourages growth and sportsmanship.
- Assist in creating a strong developmental pathway for MYS players to Girls Academy.
- Help to ensure the on-going identification, recruitment, and movement of eligible recreation program players to the travel team program.

Communication, Documentation and Representation

- Must have strong written and oral communication skills and must be able to respond to all emails from club management, Executive Director, Technical Director, AGMS, GKD, coaches, families, players, and other interested parties within 48 hours.
- Act as an ambassador for MYS within the larger regional and national soccer community and be responsible for strategic initiatives within that community.
- Manage time effectively and balance the demands of the regular club schedule - practices, clinics, games & tournaments - with the managerial and strategic work required of the position.
- Development of new programs and initiatives to ensure continued excellence in all programs.
- Stay current on national and international developments in youth soccer through reading and participation in continuing professional education, including meetings,

- seminars, outreach programs, conventions, conferences, etc.
- Other duties may be periodically assigned.

Requirements

- Significant knowledge of US Soccer Coaching Curriculum, United States Soccer Federation (USSF) B license or equivalent, and previous management experience in youth soccer are preferred.
- A minimum of seven (7) years of comparable coaching experience.
- College and/or professional playing experience, USSF National Youth license, and college degree are preferred.
- At the discretion of the Executive Director, a combination of education and playing/coaching experience may be substituted for specific licensing and/or experience requirements. Likewise, licensing requirements may be waived for a period of one year if a coach is working to obtain licensure.
- The ability to manage projects and create, manage, and lead training clinics and practice sessions as required.
- Sound oral and written communication skills.
- Strong communication and sound interpersonal skills.
- Ability to work independently in a fast-paced dynamic environment with strong decision-making skills.
- Ability to work non-traditional hours, including nights and weekends; must have their own transportation.
- Strong technological skills and the ability to work with software programs, including spreadsheets, databases, Google suite, word processing and graphic presentation software.

How to apply

- Any interested candidate should submit a resume and cover letter on our [website](#).