



CANADA SOCCER

237 rue Metcalfe Street
Ottawa, ON K2P 1R2

CANADA SOCCER JOB DESCRIPTION

Position: Manager of Coach Education, Member Services

Reports to: Director of Development

Department: Development

Location: Remote with potential for in person in Toronto or Ottawa

Employment Type: Full-time

OVERVIEW

Canada Soccer's Coach Education team is committed to helping develop world-class coaches at all levels of the game. To support this commitment, Canada Soccer is seeking an innovative and results-driven Manager of Coach Education, Member Services to oversee the implementation and delivery of Canada Soccer Grassroots Coach Education Program (Active Start, Fundamentals, Learn to Train, and Soccer for Life) and Concacaf C Diploma.

KEY RESPONSIBILITIES

Coach Education Workshop Development, Delivery, and Oversight

- Support for the education and improvement of coaches' performance and effectiveness through group training, practice/game guidance and video training that align to the Canada Soccer Coach Education Core Principles.
- Work with the Coach Education team to:
 - Develop high-quality training content that is tailored to fit Canada Soccer, partners, and coaches' needs.
 - Design and amend Grassroots Coach Education Program Theory Modules and Practical Workshops and Concacaf C Diploma content.
- Accountable for the syllabus, methodology, training materials, and certification processes for the Grassroots Coach Education Program Theory Modules and Practical Workshops and Concacaf C Diploma.
- Monitor the progress and quality of the Grassroots Coach Education Program and C Diploma, including conducting assessments, gathering feedback, and making improvements as necessary.
- Support delivery of Canada Soccer Advanced Coach Education Program Diplomas including the upgrade and renewal processes.
- Serve as a coach developer in one or multiple Advanced Coach Education Program workshops yearly.
- Mentor coaches providing guidance in the best practices of player development.
- Uphold policies, procedures, and standards of coaches attending Canada Soccer Coach Education Program.
- Oversee the annual updating of the Grassroots Coach Education Program stage-specific online theory modules.
- Evaluate the effectiveness of various coach development programs and make recommendations for improvements.
- Keep up to date with the latest trends, best practices, and research in coach development and facilitate the transfer of this knowledge to coaches, coach developers, and others.



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Member Association and Coach Developer Support

- Oversee the implementation and delivery of the Canada Soccer Grassroots Coach Education Program Practical Workshops and Concacaf C Diploma by Provincial/Territorial Member Associations with a focus on quality control and consistency of delivery.
- Work with the Provincial/Territorial Member Associations to support operations and coach developers guaranteeing that all deliverables meet both Concacaf and NCCP standards.
- In conjunction with Provincial/Territorial Member Associations and working with the Coach Education team, select, train, and oversee Master Coach Developers and Coach Developers to implement the Grassroots Coach Education Program and C Diploma.
- Conduct training of, and provide feedback and guidance to, coach developers to improve their performance and effectiveness aligned to the Canada Soccer Coach Education Core principles.
- Support the transition to embedded coach developers to deliver grassroots practical training at the club level throughout Canada.

QUALIFICATIONS

Education & Experience

- Education: A bachelor's degree in a relevant field like sports science, physical education, or coaching is preferred.
- Coach Certifications: Canada Soccer Children's Diploma, Canada Soccer B Diploma, Grassroots Workshops (Active start, Fundamentals, Learn to Train, Soccer for Life), Safe Sport Roster.
- Certified NCCP Learning Facilitator, Trained Master Coach Developer and Coach Evaluator.
- Coaching Experience: Extensive experience in coaching grassroots players across various ages and stages, with programs strategically designed and implemented in alignment with the Long-Term Development (LTD) model is essential.

Skills & Competencies

- Demonstrated ability to foster foundational skills, game understanding, and a lifelong passion for the sport through age-appropriate coaching methodologies, player-centered development, and inclusive environments that promote both individual and program growth
- Managerial Experience: Strong managerial and leadership skills are important for this role. Experience in managing and overseeing a team of coaches or educators is valuable.
- Knowledge of Coaching Principles: A solid understanding of coaching theories, methodologies, and best practices is necessary. This includes knowledge of skill development, training techniques, sports psychology, and athlete performance enhancement.
- Communication and Interpersonal Skills: Excellent communication, interpersonal, and presentation skills are crucial for effectively managing coach education programs. The ability to train, mentor, and provide feedback and/or feedforward to coaches and coach developers is essential.



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- Organizational Skills: Being organized and detail-oriented is important for overseeing the scheduling, coordination, and management of coach education programs, workshops, and seminars.
- Continuous Learning: A commitment to professional development and staying updated with the latest coaching trends and research is highly desirable.
- Bilingual (English/French) preferred; additional languages considered an asset.

Work Environment

- On occasion, work staggered hours, evenings, and weekends
- Travel will be required

Why Join Canada Soccer?

As the governing body for the sport in Canada, Canada Soccer is entering one of the most exciting periods in its history — with the FIFA World Cup 26™ on home soil and a growing national passion for the game. Joining our team means helping shape the next era of soccer in Canada and inspiring a nation united by the world's game.

Please submit your résumé and expected salary expectations to [Manager of Coach Education, Member Services](#) before **December 5, 2025**.

Please note that only those candidates selected for a potential interview will be contacted.

Canada Soccer is the official governing body for soccer in Canada. In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale.

Soccer is the largest participatory sport in Canada and is considered the fastest growing sport in the country. There are nearly 1,000,000 registered Canada Soccer active participants in Canada within 1,200 clubs that operate in 13 provincial/territorial member associations.

Our recruitment and selection processes and work environment are inclusive and barrier-free. Canada Soccer believes that a diverse team strengthens our organization.

Canada Soccer provides equal opportunity for all applicants and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences pardoned or suspended, marital status, family status, disability, or any other characteristic protected by local law. Self-identification by candidates in the process is completely voluntary. We welcome and encourage applications from people with disabilities.