



## Head of Grassroots (Grassroots Lead)

**Position:** Head of Grassroots / Grassroots Lead

**Reports To:** Director of Football

**Location:** Burnaby, British Columbia

**Type:** Full-Time, Permanent

## About the Role

Burnaby FC (BFC) aims to be a National Leader in youth soccer development by 2029. Aligned with Canada Soccer's LTPD framework, we are seeking a strategic leader as the **Head of Grassroots**. This balanced role combines on-field leadership with off-field operations, administration, and implementation of programming within the department. The individual will ensure full departmental autonomy, design effective operational processes, and collaborate with staff to ensure the smooth delivery of male and female programs across the U4-U12 department.

## Leadership Profile: What We Are Looking For

We are seeking an established leader with the following attributes:

- **Strategic Initiative:** Ability to own and manage the department with a clear vision and professional initiative.
- **Analytical Thinking:** Experience evaluating structures and making data-informed decisions aligned with the Club Technical Plan.
- **Problem Solving:** Proven ability to navigate youth sports challenges—staffing to volunteer coordination—with effective solutions.
- **Innovation & Development:** An innovative leader excited to evolve, design, plan, and develop the grassroots department.

## The Opportunity & Scope

Reporting to the Director of Football, you will have technical autonomy to organize and adapt U4-U12 programming. You will also collaborate with staff members to ensure players transition smoothly through the phases of the club.

## Key Responsibilities





1. **Operations & Administration:** Own the departmental operations and administration; design effective processes and work with staff to ensure all tasks are completed.
2. **Curriculum:** Ensure the implementation of age-appropriate developmental pathways for both male and female streams, overseeing staff delivery rather than personal delivery.
3. **Player Progression:** Lead the transitioning of players from in-house to league play at all levels.
4. **Team Leadership:** Recruit, mentor, and schedule staff, coaches, and volunteers.
5. **Communication:** Serve as the primary contact for grassroots families regarding schedules and philosophy.

## Qualifications & Requirements

- **CSA Children's Licence** (Preferred, in progress, or willing to work towards).
- **Canada Soccer National B Licence** (Preferred) or equivalent credential (UEFA, USSF).
- Proven leadership experience in a youth soccer environment.
- Excellent organizational and communication skills.
- Ability to design and deliver structured U4-U12 training environments.
- Valid Safe Sport certification, Rule of Two compliance, and a clear Criminal Record Check with Vulnerable Sector Screening.

## How to Apply

Submit resume and a brief cover letter to **Scott Ansell, Director of Football**, at [sansell@burnabyfc.com](mailto:sansell@burnabyfc.com).

- **Timeline:** Interviews will take place effective immediately as suitable candidates are identified.
- **Start Date:** The hiring date for this position is as early as August 1, 2026.
- **Note:** We thank all applicants for their interest; however, only selected candidates will receive a response.

