

Oakville Soccer Club

Job Posting



Position: OPDL Assistant Coach (Part-time)

Department: Technical

Reports to: High Performance Manager & Senior Technical Director

Salary Range: \$5,000- \$7,000 (dependent on qualifications and experience)

Employment Dates: September 2025- October 2026

OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults. Proudly working with over 1,200 volunteer and professional coaches each year, the Club strives to promote a culture of development, inclusivity and positivity. A consistent leader within amateur soccer and sport, OSC is an active member of Ontario Soccer and the provincial soccer community and is a Canada Soccer National Youth Club License holder.

OPDL ASSISTANT COACH

The OPDL Assistant Coach holds a paid position within the Oakville Soccer Club and therefore is expected to support Club initiatives and policies as per their employment contract. In addition to coaching the OPDL team of a particular gender within any given age group, the Assistant Coach is also required to do the following:

TECHNICAL

- Attend all training sessions as well as all games, tournaments and other team events. Please note travel for league games is required. Sessions can take place in both Oakville and Milton.
- Attend OSC coach education workshops.
- Support and implement the OSC Game Model.
- Assist the Head Coach in planning and scheduling in class game analysis sessions.
- Attend all Athletic Development sessions.
- Assist the Head Coach in Fall try outs and player selection.
- Attend all mandatory meetings set by the OSC Technical Department or Ontario Soccer.
- Liaise with the Head Goalkeeper Coach.
- Provide input to the Head Coach with assessments of all OPDL players twice per year or as necessary per Ontario Soccer requirements. Assistant Coaches must make themselves available for individual parent meetings following the distribution of these assessments.
- Communicate in a timely manner to respond to requests made by the Technical Department and other OSC staff.
- Agree to recruit and maintain the minimum number of required players.
- Must comply with all OSC sponsorship obligations and ensure compliance from all team officials.
- The Head Coach and Assistant Coach will be supplied with branded coaching attire and this is mandatory to be worn to all training/games/tournaments etc. Failure to do so will be grounds for termination.

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ADMINISTRATION

- Coach must notify the Manager of High Performance & Senior Technical Director in advance that they will be absent. They must ensure coverage for training and or games is in place.
- The OPDL program shuts down periodically during the year. These program breaks typically take place from mid December to early January, in mid March for two weeks and during the summer months as dictated by Ontario Soccer, for a total of six weeks per year. OSC will confirm the schedule for these breaks in advance.
- It is expected that OPDL staff will complete their duties or other tasks as assigned by the Technical Department during these breaks unless you have taken vacation during the scheduled break.
- OSC Policy and Strategic plan is understood and agreed upon.
- All Coaches must have their OS coaches/players cards and registration forms submitted to the District for approval in order to participate in exhibition games, tournaments and league games. All teams must have their books submitted to the Technical Department by the respective District deadline. **Note:** A District fine applies for those teams who do not follow the policy, which will be paid by the team.
- Coaches must follow all Ontario Soccer, District, and Club policies and procedures while ensuring the same of their players.
- Completion of all surveys and questionnaires sent by the Club is mandatory.
- Assistant Coaches must attend OSC's AGM, or with approval from the Senior Technical Director, send a delegate for the program.
- Must submit a valid vulnerable sector screening (dated within the last two years) with signed contract.

CUSTOMER SERVICE AND RELATIONS

- Be an active participant in the OSC coaching community and contribute to the betterment of the Club coaching standards.
- Ensure Maximum membership satisfaction.

EXPERIENCE AND QUALIFICATIONS

- Minimum Canada C License.
- The Oakville Soccer Club will support coaches and approve any license they wish to register for, but, this must be approved by the Senior Technical Director **prior** to registration. Limited to one coaching education course per calendar year.
- Must hold and submit a valid Canada Soccer coaching license (age appropriate), Making Ethical Decisions transcript, Respect in Soccer certificate, Making Headway transcript, Safe Sport, EAP, Mental Health in Sport, Rule of Two with signed contract
- Coaches working with female players must also complete Keeping Girls in Sport.
- 1-5 years experience coaching U13-U17 players.

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SKILLS AND COMPETENCIES

- Strong interpersonal communication (written and verbal) skills.
- Ability to mentor and develop an assistant coach.
- Clear understanding of Holistic Player Development.
- Professional, approachable, detailed, punctual and organized.
- Able to work in a team environment and promote team culture.
- A growth mindset.
- Able to prepare process, performance and outcome goals.
- Able to drive accountability in a professional manner.
- Time management in order to commit 10-15 hours weekly to the team.

OAKVILLE SOCCER CLUB BENEFITS

- Mentor Lead Coach Development Plan and or Individual Development Plan.
- Health and wellness opportunities.
- Travel opportunities.
- The Oakville Soccer Club supports coaches' education and obtaining soccer licenses. Coach education must be pre-approved by Senior Technical Director prior to registration. Only Canada Soccer or CONCACAF licenses will be approved. European licensing will be at the individual's expense.

Please submit your resume with cover letter to the Oakville Soccer Club at coaching@oakvillesoccer.ca.

Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate the email with their application form.

The Oakville Soccer Club thanks all applicants in advance for their interest but advises that only those being invited for a formal interview will be contacted.