



## Director of Program - Girls

This position is a direct-report to the Washington Capital United (WCU) Director of Soccer Operations (DSO).

The Director of Program (DP) is responsible for the effective and efficient execution of all soccer-related activities of the coaches, teams, and individual players in the DP's program. In doing so, the DP must ensure that all program activities and decisions are consistent with administrative and operational policies approved by the club and overseen by the DSO. More specifically, to meet the responsibilities of this position, the DP will:

1. Implement the Club's Individual Development Plan (IDP) based on the three WCU - IDP stages U8-9, U10-14 and U15-18. IDP process provided by the DSO.
2. Monitor the IDP implementation by program coaches for the teams they manage while making sure that the reflection and feedback between coaches and players/parents process is observed and introduced at all stages in the club.
3. Work with the DSO and propose a multi-year plan to "grow" the program in quality and quantity and, when approved by the DSO, implement the plan effectively and efficiently to enhance the WCU performance environment.
4. Identify, recruit and propose new coaches for the program and, when approved by the DSO, assign them to specific teams based on experience & license level.
5. Ensure all Program coaches meet WCU, league, state, and national requirements and USSF licensure as long as they are employed by WCU.
6. Formally review the performance of every subordinate coach in the program. The WCU coaches' evaluation needs to be launched in February receiving input from each coach, followed by DP's feedback/input and needs to be concluded with a face-to-face meeting each season with reflection from the Coach and DP by June 1<sup>st</sup> and turned in to the DSO for final approval before June 15<sup>th</sup> of the Seasonal Year. The DP will use the WCU approved coaches' evaluation form shared.



**Phone.**  
(202) 559-3495



**Email.**  
[admin@wcunited.org](mailto:admin@wcunited.org)



**Address.**  
600 Pennsylvania Ave SE,  
Unit 15871  
Washington, DC 20003



7. The DP and the DSO will meet at the conclusion of a Seasonal Year and monthly during each season with all program coaches and team managers if necessary to discuss relative operational matters and to answer any questions they may have.
8. The DP will be accessible to team coaches and managers for assistance with issues or questions and will respond to telephone or email inquiries within 48hr unless there is an urgent matter that needs a quick response or action.
9. The DP will assign coaches to cover games and practices for a coach unable to attend after that coach has attempted and failed to find his or her own replacement. If no coverage is found the DP will have to cover as needed.
10. The DP will work with team coaches and managers, and the DSO to identify appropriate tournaments for a team to attend – based on the team’s skill level. The DSO will work with the DP and the DP will update and provide a seasonal tournament list to be used by WCU team coaches and managers and should target tournaments that offer multiple-team discounts or club incentives.
11. The DP will participate in at least one meeting per season with every team they have in the program. That way the DP will meet with the parents and players of all teams in an age group to make relevant announcements and to answer questions from players or parents. DP will provide meeting feedback to DSO.
12. The DP will set up, schedule and organize coaches’ coverage and support during tryouts following the DSO’s input in regards to field locations and time windows. The DP will monitor age group tryouts for teams in the program and approve player’s placement while striving for an overall excellent player/family experience.
13. Approve or reject requests from coaches for a player to “play-up” on a team for which the player did not originally tryout. With the age groups normalized within the club, players playing up need to dominate their age group teammates before the coach will recommend for the player to play up and encourage the process.
14. Before, during, and after each season, attend a meeting, scheduled by DSO, with the DSO, DP - Boys, DP - Girls, Director of Development Academy and Club Admin to provide and receive program status updates, to enhance coordination and cooperation among programs, and to develop and implement joint proposals.



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15. Establish and maintain a sound working relationship with the Club Administrator to be able to receive updates on player offers, player registration and address any outstanding concerns for their program.
16. Set up and organize at least twice per fall and spring season a technical session with the coaching staff in coordination with the DSO to cement the club training structure, identity and common methodology approach.
17. Participate and attend continuing education opportunities offered by the club or other organizations like USSF, USYS, MSYSA, DC United, Washington Spirit, and United Soccer Coaches, etc. to continue growing as coaches and leaders.
18. Recruit and retain players such that our girls' programs are full and the experience that players and families have is positive and robust. Perform other related duties as assigned.

### **The Ideal Candidate:**

The ideal candidate is an action-oriented professional who thrives in a hands-on work environment. He/she has experience collaborating with a team to manage a growing program. He/she is able to work collaboratively with different constituents to get excited about a common goal. The ideal candidate has experience managing people and logistics associated with fun, engaging and high-quality youth sports experiences.

### **Qualifications:**

- Excellent written and verbal communication skills.
- Demonstrated experience developing soccer programming and developing youth players.
- Accomplished individual that has experience with detail-oriented tasks and structures.
- Proven interest in the WC United mission and excitement about sharing it with others.
- Self-starter with the ability to take both initiative and direction from the DSO.
- Have the skills and ability to creatively solve problems and own programs and projects from start to finish.
- Bachelor's degree or equivalent experience required.

**Compensation:** This position has a monthly salary based on a 10 month contract.



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