

# MISSION SOCCER CLUB

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## Mini Program Director

### Job Description and Expectations

**Purpose:** To chair, govern, oversee the MSC Mini and Micro program.

**Major responsibilities:**

- Organizational leadership and advisement for to all mini & micro programs
- Maintain lists of all teams, coaches & players
- Ensure each team has at least one coach who has been accepted by the Club as a coach
- Liaise with coaches regarding rules, coaching resources, technical director's program
- Liaise with Age Group Coordinator regarding field closures & scheduling changes
- Liaise with Club's Executive Committee members regarding refereeing and scheduling
- Assist with resolving issues between parents, players and coaches
- Organize and direct the Mini Windup year end tournament including ordering trophies, preparing player packages, site preparation.

**Length of term:** Two years

**Meetings and time commitment:**

- The board of directors meets monthly except December on the fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.
- Chair Mini meeting, they maybe required quarterly or as needed.
- Participates in other meetings as required.

**Expectations:**

- Provides updates to Executive Committee regarding program implementation,
- Participates on a standing committee of the board, and serve on ad-hoc committees as necessary,
- Helps communicate and promote the Club's objectives to the community
- Understands the policies and procedures of MSC.