



ERIN MILLS SOCCER CLUB

Position Title:	Program Manager
Term:	Full-time
Salary Range:	\$50,000 - \$55,000
Reports To:	Technical Director
Start Date:	Immediate

BACKGROUND

The Erin Mills Soccer Club (EMSC) is a non-profit community-based organization in Mississauga, offering indoor and outdoor recreational and competitive soccer programs since 1972. The Erin Mills Soccer Club, also known as EMSC, is the Home of the Eagles. The Club features a 10,000 square foot indoor soccer facility. EMSC has over 3,500 members and 300 professional coaches and volunteers. The Erin Mills Soccer Club carries the Member Association Level 1 Award from Ontario Soccer. EMSC's tradition of excellence includes six national championships (6 Gold & 4 Silver) and 48 Ontario Cup winners. Former EMSC players are competing in the MLS, NCAA, CIS, Provincial and National levels. Over EMSC's 54-year history, several hundred players have earned scholarships with universities and colleges in Canada and the United States. EMSC is committed to developing, teaching, and promoting soccer to all ages and at all levels of play in a safe and healthy environment.

GENERAL OVERVIEW

Reporting to the Technical Director, the Program Manager is responsible for implementing the Club's technical pathway and the overall management of the program for the U8-U18 age groups. The focus of the role is to develop players, manage the program, and manage coaches.

KEY RESPONSIBILITIES

Main duties

- Support the Technical Director and the Club's LTPD principles.
- Manage all aspects of the development and competitive program.
- Ensure that the Club's Strategic Plan and Technical Pathway are being adhered to.
- Complete Program Audits and related administrative tasks.

Development and Competitive Program

- Plan and organize team schedules, tryouts, overall promotion of the program.
- Manage and work with all coaches to deliver the clubs curriculum.
- Recruit Players from the recreational program into the Development Program.
- Oversee the hiring and assignment of coaches to teams.



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Working Conditions

- In-office
- On-field (indoors and outdoors in a variety of conditions)

Other Duties may be assigned based on Club events, projects, and initiatives.

REQUIREMENTS

- Minimum C Coaching License (equivalent recognized by the CSA)
- Grassroots Diploma
- Post-Secondary Education, university degree preferred.
- Minimum 2 years' experience in a program supervisor or coaching role
- Strong communication and problem-solving skills
- Proficiency in Microsoft Office and registration software

Information provided by candidates for these positions will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.

As a member of the EMSC team, this position requires a police background check and clearance for persons working with vulnerable individuals.

EMSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members of our Club.

Candidates requiring accommodation to participate in the hiring process should contact Steven Carroll, Technical Director, to communicate their accommodation needs.

Expressions of interest, accompanied by a cover letter and resume, will be accepted until Friday, 21st November 2025, at 5 PM, and sent confidentially to the Technical Director:

steven@erinmillsoccer.com

Applicants must be authorized to work in Ontario