

Recreation Director



Pendleton Youth Soccer Association (PYSA)

Position Type: Part-Time / Seasonal Leadership Role

Reports To: PYSA Board of Directors

Position Summary

The Recreation Division Director plays a key leadership role within PYSA by supporting the development of players and coaches in the U6/U7/U8 Recreational Programs. The ideal candidate is committed to fostering a fun, inclusive, and development-focused soccer environment, while building connections among players, families, coaches, and PYSA leadership. This position requires strong communication, organization, and mentorship skills, along with a passion for player and coach development.

Key Responsibilities

Program & Player Development

- Collaborate with the PYSA Board of Directors to implement the club's holistic player development model.
- Support the execution of age-appropriate developmental targets and curriculum across U6/U7/U8 Rec programs.
- Plan and conduct winter skills clinics and development sessions (November–March).
- Integrate video, demonstration, and supplemental training resources to reinforce core curriculum and encourage at-home development.

Coach Support & Mentorship

- Recruit, mentor, and help retain coaching staff for U6, U7, and U8 Recreational teams annually.
- Lead pre-season and post-season meetings, training opportunities, and feedback sessions for U6/U7/U8 coaches.
- Ensure all PYSA-required coaching certifications and trainings are completed.

Program Planning & Administration

- Create seasonal schedules for U6/U7/U8 divisions with support from the PYSA Board of Directors.
- Plan and communicate seasonal programming and development goals for upcoming club years.
- Assist in coordinating PYSA summer camps as applicable.
- Communicate program updates consistently with families and staff.
- Track and report program successes, challenges, and player development progress to the PYSA Board.

Community & Club Engagement

- Serve as a visible and positive leader within the PYSA community by engaging families, encouraging volunteer involvement, and promoting PYSA's mission.
- Assist in the planning and execution of PYSA events, fundraising initiatives, and special programs.
- Support field setup, tear down, and maintenance needs in coordination with the Field Operations Director.

Qualifications

- Strong understanding of youth development, soccer fundamentals, and positive coaching approaches (formal coaching licensure preferred but not required).
- Experience coaching or directing youth sports programs, or experience in leadership/teaching/child development roles.
- Excellent communication and organizational skills.
- Ability to work collaboratively with youth, parents, volunteers, coaches, and board members.
- Ability to work evenings or weekends during active seasons (spring and fall).

What We Value

- A growth mindset for players, coaches, and the program.
- A positive, community-oriented approach to youth sports.
- Commitment to providing a fun, developmentally appropriate environment for all players.