



# LEAGUE COORDINATOR

## POSITION OVERVIEW

The Calgary Minor Soccer Association (CMSA) is looking for an outgoing, organized professional to support the association in the creation and development of a soccer league that delivers the best standard of play for minor soccer players in Calgary. You will nurture relationships with member organizations and other stakeholders to facilitate coordination and scheduling of league games, and support participants to ensure optimum on-field experiences through adherence to concepts of Long-Term Player Development.

## ABOUT YOU

You don't just like soccer, you love it. You have a passion and desire to work in sport and recreation and enjoy connecting with people and building community.

## KEY RESPONSIBILITIES/ACCOUNTABILITIES

### CMSA League Play

- Supervise and organize all indoor league play, outdoor city-wide league play, schedule rescheduled games and seeding rounds and any issue surrounding this.
- Liaise with club and team officials regarding league alignment and game scheduling
- Create the league schedule for all CMSA leagues
- Work to set play dates for all leagues
- Ensure that a second look "standing operating procedure" is adhered to
- Ensure timely communication with CMSA staff and our membership regarding any changes in the league schedules
- Ensure that all games are uploaded into CMSA's sport management system
- Develop a system to monitor the rescheduling of games
- Ensure schedules are equal and fair with regards to division distribution of game times and games played by each team within divisions
- Keep a current record of the number of registered teams per season in the CMSA Program and liaises with Member Organization Registrars regarding soccer registration.

### Field Management

- Determine league field scheduling needs based on number of fields required and field location for indoor and outdoor seasons including the fall season
- In collaboration with the Operations Manager, ensure that CMSA works with our partnering organizations (CUSA, CWSA) to determine field allocations
- Under the direction of the Operations Manager ensure a field purchasing budget is created
- Adhere to organizational budget for field allocations



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- Act as the key point of contact with the City of Calgary regarding field purchasing, rentals and returns.
- Provide reporting as it pertains to field reservation fees/costs and payments required
- Document any concerns with fields and playing spaces, work with Operations Manager to provide feedback to the city regarding field health

## Strategy development and implementation

- Work with the Technical Lead to implement and create changes to the CMSA league structure, as required
- With CMSA staff lead a debrief at the end of every season and in consultation with the Technical Lead determine areas for quality improvement
- Participate in developing long term plans for CMSA success
- Communicate challenges with the league to the CMSA staff
- Build strong relationships with key stakeholders
- Under the direction and with support from the Technical Lead, ensure that the scheduling of games adheres to the principals of long-term player development. This includes the number of games played and the time between games.
- Maximize the use of the Calgary West Soccer Centre
- Assist the Operations Manager in ensuring the Shouldice time commitment is fulfilled
- Monitor and report key statistics for the league on an annual basis
- Create, with appropriate CMSA staff, a League Calendar and League Structure prior to the start of Indoor and Outdoor season
- Communicates all league development changes and progressions to appropriate stakeholders

## Team Leadership and Support

- Work with the office staff to create a positive team culture
- Ensure cross training and support from designated Sport Coordination team member(s)
- Support Front Office Staff during staff vacation and busy periods

## COMPETENCIES

- Analytical Thinking
- Exceptional written and oral communication skills
- Able to make concrete, well-informed and thought-out decisions
- Excellent problem-solving skills
- Results oriented
- Service oriented
- Work cooperatively and effectively with others but also able to work well independently
- Strong conflict resolution skills



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## REQUIRED CHARACTERISTICS

- Love soccer and creating an environment of change
- Positive attitude with a desire to create an exceptional league where players develop and create a positive working culture
- Have a great sense of humor
- Comfortable speaking in public
- Dedicated to helping the CMSA team grow

## OTHER KNOWLEDGE AND SKILLS

- Exceptional Microsoft Office skills
- People management
- Excellent Time Management
- Able to meet tight deadlines
- Manage multiple demands
- Deal with conflict and sometimes difficult people

## EDUCATION AND EXPERIENCE

- Degree in Sports Administration
- 5 years in a coordinating and/or leadership role
- In-depth knowledge and understanding of the sport of soccer and the soccer structure in Calgary and Alberta
- Understanding of the core concepts of Long-Term Player Development

## COMPENSATION

- Salary between \$50,000 and \$60,000 commensurate with experience and qualifications.
- Group Benefits Plan (dental, extended medical, life, disability)

## APPLICATION PROCESS

Submit your Cover Letter with salary expectations and Resume to [careers@calgaryminorsoccer.com](mailto:careers@calgaryminorsoccer.com) until January 31, 2022.