
Position Title: Coordinator, Club Licensing

Terms of Employment: Fulltime

Location: Regina

Reports to: Executive Director

We are looking for an energetic and determined person to join our team. The ideal candidate will have a passion for communicating with others, showcasing the sport of soccer and possess a commitment to high standards.

SSA is a Mission driven organization that values diversity, inclusivity, and integrity. We encourage applications from any interested applicant eligible to work in Canada. Come join our incredible staff and help continue to elevate soccer in Saskatchewan. We encourage any interested individual to apply, even if they do not meet all the minimum requirements.

PURPOSE OF POSITION

The Coordinator, Club Licensing will work closely with Saskatchewan Soccer Association (SSA) Member Organizations (MOs) in supporting them through the Canada Soccer Club Licensing application process, ongoing support and completing a bi-annual evaluation of licensed organizations.

KEY POSITIONAL ROLES AND RESPONSIBILITIES

Club Licensing

- Primary contact on all Club Licensing related matters
- Lead the administration and implementation of the Club Licensing process, supporting MOs from the start of the consultation process through the appraisal and license granting
- Support the development of general communications of the Club Licensing process
- Supporting the administration and adaptation of Safe Sport policies as part of the MO's licensing application process – working directly with the MO's licensing leads or administrators
- Play a critical role in the evaluation of the adaptation of Safe Sport procedures as part of the Club Licensing
- Working with MOs and appropriate stakeholders to evaluate internal Club Licensing processes
- Develop resources to support MOs in their application for Club Licensing Certification as well as maintaining their Club Licensing certification

Canada Soccer Skill Centre and Dedicated Player Program

- Support organizations in completion of the application for Skill Centre or Dedicated Player Program
- Help develop resources for organizations to execute these Grassroots player environments
- Manage ongoing evaluation of programs to meet standards outlined by Canada Soccer for program execution

Canada Soccer Liaison

- Liaise with Canada Soccer on all club licensing related matters
- Attend Canada Soccer Club Licensing meetings

Planning, Reporting & Other

- Develop a yearly work plan tied to Strategic Plan in relation to role



- Coordinate communications for Club Licensing as a part of SSA Yearly Communication Plan
- Complete reporting requirements related to role for Sask Sport Annual Follow Up
- Support for Member Services lead
 - Member Assistant Program (MAP) Grants
 - Member Organization Education
 - Policy Development
- Other tasks as assigned by Executive Director

BACKGROUND

The Saskatchewan Soccer Association (SSA) is one of the largest sport governing bodies in Saskatchewan, serving over 40,000 Indoor and Outdoor registrants across more than 60 Member Organizations. The SSA is a dynamic and growing organization that takes pride in delivering quality programs and services that encourage life-long participation in the world's most popular sport.

MINIMUM REQUIREMENTS

- Detail oriented with strong organizational skills working across multiple projects
- Education in sports business administration or kinesiology preferred
- Strong computer skills – proficient with MS Office
- Knowledge of the soccer system or knowledge of certification programs preferred
- Experience working with volunteers
- Enjoys working as a part of a team
- Ability to travel and work flexible hours when required
- Reliable transportation, and valid driver's license
- Clean Police Record Check and Vulnerable Sector Verification

APPLICATIONS

Apply by email including resume and cover letter by October 14th, 2022 to Steven Porter, SSA Executive Assistant, at s.porter@sasksoccer.com

PROCESS

Details on salary and SSA's comprehensive benefits and pension plan will be provided to those selected for an interview. Interviews will be scheduled as qualified applicants become available. This posting will remain open until a qualified applicant is found. We thank all applicants for their submissions, however, only those selected for an interview will be contacted.



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