



CMSA SUMMER SPORT ADMIN / GRASSROOTS COORDINATOR

POSITION TITLE:	Summer Sport Admin / Grassroots Coordinator
POSITION TERM:	Full Time Summer Position (12 to 16 weeks) starting between April 28 and May 6.
LOCATION:	Calgary, Alberta, Canada
REPORTS TO:	Technical Manager and the U13+ League Coordinator
REMUNERATION:	\$20.00 Per Hour

ABOUT US

The Calgary Minor Soccer Association (CMSA) is a non-profit organization responsible for governing and organizing leagues, tournaments, and festivals, to grow minor soccer in Calgary. Representing 31 Member Clubs, CMSA is the largest sport organization in Calgary providing year-round activity for over 1,600 youth teams and approximately 25,000 players, in a fun, safe, and inclusive environment.

MISSION

Dedicated to working with our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

The Calgary Minor Soccer Association (CMSA) is seeking an outgoing individual to join our team in a full-time summer position. Reporting to the Technical Manager and the U13+ League Coordinator, you will assist the CMSA staff in the front office from Tuesday to Friday and then take the lead delivering the outdoor Grassroots League on Saturdays. You will also support CMSA tournaments and events.

As a member of our team, you will provide support to our full-time staff and will represent CMSA in a positive, professional manner, ensuring participants (players, parents, referees, and coaching staff) have a positive experience.



CMSA SUMMER SPORT ADMIN / GRASSROOTS COORDINATOR

KEY RESPONSIBILITIES

CMSA Grassroots League

The CMSA Grassroots League takes place every **Saturday**. Responsibilities include:

- Assistance with team registrations.
- Coordination of Game Day Managers and Club Technical Leads.
- Preparing equipment for Match Day and the set-up and take-down of equipment.
- Managing the flow and logistics of 300+ people at each Match Day
- Attendance at each event and communicating effectively and respectfully with coaches, parents, club technical staff, and players.
- Any additional projects assigned by CMSA.
- Depending on the location and schedule, Saturday mornings may start **as early as 7:00 am and could be as long as 10 hours**.

CMSA Office Support

From **Tuesday to Friday**, this position supports the CMSA office with duties from 10:00 am to 6:00 pm, including, but not limited to:

- Customer service – greeting customers in person, taking telephone calls, and responding to emails in a professional and timely manner.
- Processing Photo ID cards, game sheets, travel permits, and other CMSA documents.
- CMSA Street Team – pop ups throughout the summer across the city to bring more awareness to CMSA and additional attention to youth soccer.
- Database updates
- Various other day-to-day duties and special projects as determined by CMSA staff.
- Provide backup support to the League Coordinators
- Player roster registration and waivers
- Support with Discipline processes.

Tournaments & Competitions

The CMSA Calgary Cup Tournament is scheduled for July 7 – 9 and the Challenge Cup is scheduled for July 26 – 28. Duties may include:

- Check in teams and referees.
- Collect game sheets.
- Update scores.
- Set up and take down CMSA nets, equipment, and signage.



CMSA SUMMER SPORT ADMIN / GRASSROOTS COORDINATOR

- Perform other duties as required.

CMSA Events

- Assist the CMSA Tournament and Event Coordinator, as required, with the planning, coordination, and delivery of CMSA 50th Anniversary and Calgary West Soccer Centre 20th Anniversary events.
- Assist the Marketing and Communications Department with the planning and execution of Street Team and Free Soccer Friday events.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Preference will be given to those 16 years of age or older with a valid driver's license.
- Event planning and organizing experience is an asset.
- Customer service experience and confidence in dealing with parents, coaches, referees, players, and club technical staff in a professional manner.
- A love of soccer and an understanding of CMSA programs and the soccer structure in Alberta and Canada would be considered an asset.
- Proficient with Microsoft Office applications, especially Excel, Outlook, PowerPoint, Planner, and Word.
- Active certification in Standard First Aid with CPR is an advantage.

SKILLS & REQUIREMENTS

- Must be between the ages of 15 and 30 and a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c.27]*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students or people with a work visa are not eligible.
- Must live in Alberta in order to attend an in-person interview in Calgary.
- The ability to lift/carry equipment up to 50 lbs. and assist with equipment setup is essential.
- Demonstrated ability to think critically and make sound decisions.
- Ability to influence and gain support from others through strong presentation and communication skills.
- Approachable, adaptable, resourceful, and detail oriented.
- Ability to follow directions.



CMSA SUMMER SPORT ADMIN / GRASSROOTS COORDINATOR

- Strong conflict resolution skills and able to creatively solve problems on the fly.
- Comfortable as part of a team but also confident to work independently.
- Organized and able to multi-task.

APPLICATION PROCESS

If you are interested in working with CMSA as the Summer Sport Admin / Grassroots Coordinator, please email your **RESUMÉ AND COVER LETTER** telling us why you would be an amazing addition to our team to Careers@CalgaryMinorSoccer.com with the subject line **SUMMER SPORT ADMIN/GRASSROOTS**.

CMSA thanks all applicants for their interest in this job posting, however only those selected for an interview will be contacted. Interviews will be scheduled as quickly as possible based around all parties' availability. The expected start date will be April 28 and will be full time for 12 to 16 weeks.

This position will be partially funded by a Canada Summer Jobs (CSJ) grant. In order to qualify for the subsidy, the successful applicant must be between the ages of 15 and 30 at the start of employment. They must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c.27], and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible.*

CMSA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, religion, colour, national origin, gender, gender identity or expression, sexual orientation, genetics, or disability.

FINAL NOTE

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the successful candidate. The incumbent may be asked to perform other duties as assigned, and effectively manage their time to achieve the desired results. Some evening and weekend work may be required.

At the employer's expense, the successful candidate will also be required to complete a cleared ePIC, including vulnerable sector search, and complete any staff training as a condition of employment.
