



# CMSA SUMMER TECHNICAL ASSISTANT

<b>POSITION TITLE:</b>	Summer Technical Assistant
<b>POSITION TERM:</b>	Full-Time Summer Position (14 to 16 Weeks) beginning between April 28 and May 6. <i>This position is eligible for ongoing part-time evening and weekend work throughout the year.</i>
<b>LOCATION:</b>	Calgary, Alberta, Canada
<b>REPORTS TO:</b>	Technical Manager
<b>REMUNERATION:</b>	\$20.00 Per Hour

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## 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.

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## POSITION SUMMARY

The Calgary Minor Soccer Association (CMSA) is seeking an outgoing individual to support the CMSA in their technical department.

This position will report to the CMSA Technical Manager and will be responsible for assisting in developing coach education initiatives, club support, referee recruitment and development initiatives and research for the 2024-2026 Technical Plan. This position will be influential in determining the future of soccer within Calgary and positioning CMSA as a nation-leading organization.

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## KEY RESPONSIBILITIES

CMSA is continuing to align programming to best-practice research while also ensuring awareness and acknowledgement of our local environment. The CMSA Technical Assistant's responsibilities include:

- Assisting in the coordination of the Grassroots Committee and designing standards for U3-U12 soccer environments within Calgary.
- Developing referee recruitment strategies in collaboration with Member Clubs and CMSA Marketing and Communications Department.
- Assisting with referee development initiatives.
- Developing club support strategies following Standards for Quality Soccer implementation.
- Assisting event execution with CMSA Events and Tournaments Coordinator to ensure alignment and technical standards are met.
- Evaluating current CMSA programming to align to best-practice research around player, coach, and referee development and retention.
- Supporting the creation of parent development materials.
- Supporting the creation of coach education materials.
- On-site attendance and evaluation of the CMSA Grassroots League and all other CMSA Leagues.
- Evaluate fields and goals used by CMSA clubs to host U10-U12 games.
- Video matches and analyze recorded footage to determine playing format effectiveness and inform decision making process with CMSA modifications.
- Any additional projects assigned by CMSA.

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## EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Enrolled in, or completed, a post-secondary degree or comparable work experience.
- Coach certification of C Licence Certified and/or completion of the Entry Level Course referee certification is a definite asset.
- A love of soccer and an understanding of CMSA programs and the soccer structure in Alberta and Canada would be considered an asset.



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- Demonstrated track record of project management from concept to execution.
  - Demonstrated history of prioritizing and meeting deadlines.
  - Demonstrated ability to think critically and make sound decisions.
  - Ability to influence and gain support from others through strong presentation and communication skills.
  - Ability to work independently with minimal supervision.
  - Approachable, adaptable, resourceful, and detail-oriented.
  - Proficient with Microsoft Office applications, especially Excel, Outlook, PowerPoint, Planner, and Word.
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## SKILLS & REQUIREMENTS

- Must be between the ages of 15 and 30.
  - 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 or people with a work visa are not eligible.
  - Must live in Alberta in order to attend an in-person interview in Calgary.
  - Strong communication skills.
  - Ability to follow directions.
  - Able to creatively solve problems on the fly.
  - Comfortable as part of a team but also confident to work independently.
  - Computer/Microsoft application knowledge is essential.
  - Video editing and tagging application knowledge are preferred.
  - A soccer background is essential.
  - Coaching qualifications and certification are preferred.
  - Customer service experience and confidence in dealing with parents, coaches, referees, players, and club technical staff in a professional manner.
  - Organized and able to multi-task.
  - Strong conflict resolution skills.
  - Orientation and training will take place upon starting the position. **This position is eligible for ongoing part-time evening and weekend work throughout the year.**
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## APPLICATION PROCESS

If you are interested in working with CMSA as the Technical Assistant, please email your **RESUMÉ AND COVER LETTER** telling us why you would be an amazing addition to our team to [Careers@CalgaryMinorSoccer.com](mailto:Careers@CalgaryMinorSoccer.com) with the subject line **SUMMER TECHNICAL ASSISTANT**.

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 on all parties' availability. The expected start date will be between April 28 and May 6 and will be full-time for 14 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.*

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## 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.

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