



# TOURNAMENT AND EVENT ASSISTANT

<b>POSITION TITLE:</b>	Summer Tournament and Events Assistant
<b>POSITION TERM:</b>	Full Time Summer Position (12 - 16 weeks)
<b>LOCATION:</b>	Calgary, Alberta, Canada
<b>REPORTS TO:</b>	Tournament and Events Coordinator

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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 Tournament and Event Coordinator for 12-16 weeks in Outdoor 2024 to plan and deliver exceptional competitions and events.

This is a full-time position and requires 37.5 hours per week. Evening and weekend work are a requirement of this position. A typical week would be Tuesdays to Saturdays.

This position will report to the Tournament and Event Coordinator and will be responsible for assistance in planning and coordinating tournaments and events, as well as the U7-U9 Grassroots League Match Days hosted by CMSA.

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## KEY RESPONSIBILITIES

### CMSA Tournaments and Competitions

- Assist the Tournament and Event Coordinator in planning and supporting the delivery of CMSA tournaments and competitions from an 'outside the field' lens for CMSA's season ending finales, rallies, tournaments, and league competitions. This will include, but is not limited to:
  - Determine trophy, medal, and other recognition requirements and ensure that they are ordered and delivered on time and within budgetary limitations.
  - Schedule photography and videography, as necessary.
  - Schedule physiotherapy, food trucks, and restrooms, as necessary.
  - Work with Marketing to promote the events, pre- and -post event.
  - Schedule CMSA assets or other entertainment for competitions, working with the Accounting and HR Manager to ensure that the proper insurance is in place.
  - Schedule appropriate staff and/or board members to present awards.

### CMSA Events

- Working with the Tournament and Event Coordinator and the Marketing Department, plan and deliver all aspects of CMSA highlight events such as CMSA 50<sup>th</sup> and CWSC 20<sup>th</sup> Anniversary celebrations, Cavalry Minor Soccer Day, and other sport partner events.
  - Venues
  - Food and beverage
  - Prizes, raffles, and donations
  - Licenses and permits
  - Insurance
  - Photography and videography
  - Entertainment
  - Music and any audio/visual requirements
  - Ticketing and pricing
  - Promotion and post event reporting
  - All other requirements
- Work with the Tournament and Event Coordinator and the Marketing and Technical Departments to plan and deliver CMSA special initiatives such as EmpowerHER and Diversity, Equity, and Inclusion, and Indigeneity (DEII&I) initiatives.



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## CMSA Grassroots League

The CMSA Grassroots League takes place every **Saturday starting as early as 7:00 am**. Grassroots League Match Day Coordinator 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 some Saturdays could be as long as 10 hours.

## Office Support

- General office duties such as answering phones, filing, processing photo ID cards, game sheets may be required to support the administrative team.

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## 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 or enrollment in an event management course 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 is a must.
  - Active certification in Standard First Aid with CPR is an advantage.
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## SKILLS & REQUIREMENTS

- 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.
- Ability to work independently with minimal supervision.
- Approachable, adaptable, resourceful, and detail oriented.
- Ability to follow direction.
- 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.
- Strong conflict resolution skills.
- Orientation and training will take place upon starting the position.

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## APPLICATION PROCESS

If you are interested in working with CMSA as the Tournament and Events Assistant, please email your **RESUME 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 **TOURNAMENT AND EVENT 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 22 and May 6 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.*



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*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.

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