



League Director

November 30, 2018

POSITION POSTING

Title: League Director
Reports to: Executive Director

Calgary, AB

POSITION OVERVIEW

The Calgary Minor Soccer Association (CMSA) is seeking an outgoing team player, passionate about soccer to join our team as the League Director. This leadership position is responsible for organizing all Indoor league play and Outdoor city-wide league play while working to grow our sport and support the development of over 20,000 youth soccer players.

The League Director contributes to creating a high-performance team environment by working directly with our membership to deliver an exceptional program and optimum experience for all participants.

CMSA offers a competitive salary and excellent work environment and the unique opportunity to shape and develop minor soccer in Calgary.

ABOUT YOU

You don't just like soccer, you love it. You have a good sense of humour, enjoy working with a diverse group of people, and are motivated and driven to help CMSA create an exceptional league. With high attention to detail and accuracy, you are accustomed to handling multiple projects and demands at the same time and can quickly shift direction and focus. You have strong leadership and communication skills and your sport and recreation background/league management experience and understanding are a significant asset.



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RESPONSIBILITIES

As the CMSA League Director, you will be responsible for the overall development of more than 20,000 kids in the City of Calgary working with the League Scheduler to schedule more than 6,000 games each indoor and outdoor season.

The League Director's responsibilities include, but are not limited to:

- Coordinating meetings with the Technical Directors Committee and working with them on the implementation of the CMSA Technical Plan.
- Supervising the League Scheduler and working together on the development of all league schedules.
- Supervising all Indoor league play, outdoor city-wide league play, scheduling, rescheduled games, preseason and any issue surrounding such.
- Accountable for the development of all Tier I schedules.
- Arranging field allocations with the City of Calgary, facilities and, communities.
- Working in partnership with our partnering organizations regarding field allocation and times.
- Liaise with Alberta Soccer Association on Provincial Championships.
- Acting as the primary office registrar to ensure that paperwork is filled out correctly with appropriate signatures, in accordance with CMSA rules and regulations. Keeping a current record of the number of registered teams per season in the CMSA Program and liaise with Member Organization Registrars regarding soccer registration.
- Coordinating rule changes with appropriate staff.
- Leading the development of a player engagement and retention strategy.
- Responsible for overseeing the league management software used by the association acting as the primary contact with the provider.
- Statistician: Indoor and Outdoor – Responsible for compiling league statistics verifying scores and updating statistics on the CMSA website daily.



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QUALIFICATIONS AND EXPERTISE

As an ideal candidate your background will include:

- 5+ years of experience working in a recreation environment.
- Preference will be given to candidates with Post Secondary degree in Education, Sport/Recreation Administration.
- In-depth knowledge and understanding of the sport of soccer and the soccer structure in Calgary and Alberta.
- Coaching credentials, including a Provincial B-License, would be considered a significant asset.
- An understanding of the core concepts of Long-Term Player Development.
- Strong negotiating and conflict resolution skills.
- Administration and organizational skills.
- Customer service and customer focused mentality.
- Comfort in dealing with tight timelines.
- Strong background working with computers and Microsoft Office applications.

APPLICATION

If you are passionate about soccer and are seeking a challenging opportunity, this is the environment for you: To apply for this opportunity please submit your **resume and cover letter** to execdirector@calgaryminorsoccer.com by **Monday, December 10, 2018**. Interviews will be held **December 13 and 14**.

The successful candidate will begin work on January 8, 2019.

The Calgary Minor Soccer Association looks forward to hearing from all interested candidates. Only those candidates selected for an interview will be contacted.