



TECHNICAL PROGRAMS COORDINATOR

POSITION TITLE:	Technical Programs Coordinator
POSITION TERM:	Full-Time, Permanent
LOCATION:	Calgary, Alberta, Canada
REPORTS TO:	Technical Manager

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 30 Member Clubs, CMSA is the largest sport organization in Calgary, providing year-round activity for over 2,600 youth teams and approximately 30,000 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 ambitious and dynamic individual to join our team as the **Technical Programs Coordinator** and shape the future of youth soccer in Calgary. Reporting to the Technical Manager, this position offers the chance to lead innovative programs, drive grassroots and league development, and support the growth of soccer at all levels. You'll oversee the U7-U9 Grassroots and U10+ Leagues, contribute to coach and referee development, and drive club growth initiatives in alignment with our forward-thinking 2024-2027 Technical Plan. You'll collaborate with a dedicated team, Member Clubs, and stakeholders to innovate programs, refine strategies, and support technical excellence. From leading the expansion of the Soccer in Schools program to supporting diversity, equity, and inclusion initiatives, your work will have a tangible impact on the Calgary soccer community.



TECHNICAL PROGRAMS COORDINATOR

KEY RESPONSIBILITIES

CMSA remains committed to aligning its programming with best-practice research while staying mindful of and responsive to the unique aspects of our local environment. The Technical Program Coordinator's key responsibilities include:

GRASSROOTS & LEAGUE DEVELOPMENT

- Administering, evaluating, and innovating within the CMSA Grassroots League to be a nation-leading program.
- Collaborate with the Technical Manager and Operations Manager to recruit, organize, and provide training for part-time staff.
- Participate on the Grassroots Committee focusing on optimizing environments for all U4-U12 soccer within Calgary.
- Assess and refine current CMSA programming to ensure alignment with best-practice research in player, coach, and referee recruitment, development, and retention.
- Assist in the delivery of CMSA competitions, ensuring compliance with technical standards and program objectives.
- On-site attendance and evaluation of the grassroots league and any other leagues as directed.
- Support and launch CMSA player registration growth initiatives and other diversity, equity, inclusion, and indigeneity initiatives.
- Evaluation of CMSA playing formats to determine effectiveness.
- Collaborate to innovate and progress CMSA Leagues.

CLUB DEVELOPMENT

- Lead the ongoing development and expansion of the Soccer in Schools program, fostering collaboration with Member Clubs.
- Develop club support strategies tailored to the needs of the individual Member Club to enhance and maintain club licensing standards.
- Assist in developing, implementing, and auditing the CMSA Preferred Training Environment with Member Clubs.
- Contribute to the development of Member Club technical requirements within CMSA's Membership Affiliation framework and conduct follow-up audits as needed.



TECHNICAL PROGRAMS COORDINATOR

- Develop strategies and programs to enhance the skills and expertise of CMSA Member Club staff.

COACH DEVELOPMENT

- Support the creation of coach education materials, workshops, or sessions for each age/stage, aligning with best-practice coaching techniques to create environments that enhance player development and enjoyment.
- Support the creation of parent development materials around parent conduct, knowledge, and investment within soccer.
- Assist in the maintenance and evaluation of Member Club coach databases.
- Support attraction, retention, and progression strategies for female coaches.

REFEREE DEVELOPMENT

- Support referee recruitment, retention, and development strategies while considering any modifications within game formats, or rules to develop educational material for referees.

SOCCER TRAINING PROVIDER ENDORSEMENT

- Administer CMSA Soccer Training Provider endorsement process.
- Audit CMSA Soccer Training Provider's programming to ensure standards are being met.

ADMINISTRATIVE SUPPORT

- Stay informed of CMSA's processes, procedures, rules, and regulations; provide accurate and timely information to stakeholders.
- Support front office tasks, including photo ID processing, customer service, and handling general inquiries during peak times.
- Produce and distribute accurate, deadline-compliant communications.
- Build and maintain positive working relationships with all stakeholders.

TEAM PARTICIPATION

- Actively participate in staff meetings, offering updates on tasks and action items.
 - Contribute to a positive, collaborative, and respectful team culture.
 - Contribute to effective internal communication to achieve organizational goals.
 - Represent CMSA at Annual General Meetings, Special General Meetings, Club Connects, and other meetings as required.
-



TECHNICAL PROGRAMS COORDINATOR

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- A post-secondary degree or comparable work experience.
- C-License/Diploma Certified or currently enrolled in C-Diploma is required.
- Children's License would be an asset.
- Learning Facilitator training and delivery completed to a co-delivery stage would be an asset.
- A love of soccer and an understanding of CMSA programs and the soccer structure in Alberta and Canada.
- 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.
- Ability to be proactive and innovative while maintaining focus on meeting goals and targets.
- Approachable, adaptable, resourceful, and detail-oriented.
- Proficient with Microsoft Office applications, especially Excel, Outlook, PowerPoint, Planner, and Word.
- Proficiency in video editing and tagging applications.

COMPETENCIES

- Analytical and Critical Thinking
 - Excellent Communication Skills
 - Proven Problem-Solving Skills
 - Results Oriented
 - Organizational and Time Management Skills
 - Stakeholder Engagement, Collaboration, and Teamwork
-



TECHNICAL PROGRAMS COORDINATOR

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 incumbent. The incumbent may be asked to perform other duties as assigned, and effectively manage their time to achieve the desired results. Evening and weekend work will be required.

The individual will be required to complete staff training as the organization deems appropriate, within time constraints provided and attend any educational opportunities as requested.

Finally, at the employer's expense, the successful candidate will also be required to complete an ePIC, including vulnerable sector search (which must come back as clear) and complete any staff training, all as conditions of employment.

APPLICATION AND INTERVIEW PROCESS

CMSA offers competitive salary and vacation time, comprehensive benefits, and annual professional development opportunities. Salary will be commensurate with experience and qualifications.

To apply, please submit one PDF file that includes your resume and a detailed cover letter highlighting how your experience aligns with the job profile, along with your salary expectations, to careers@calgaryminorsoccer.com.

All applications will be treated with strict confidentiality. Please note that applications missing a cover letter and salary expectations will not be considered.

Applications will be reviewed on a rolling basis, and qualified candidates will be invited for interviews promptly to facilitate a timely hiring process. The position will remain open until the right candidate is selected, so early applications are encouraged. The expected start date is January 8th, 2025.

We appreciate the interest of all applicants, however only those selected for an interview will be contacted.