

SCOPE/ROLE DESCRIPTION

Mount Pearl Soccer Association

44 Arena Road, A1N 0J6

Mount Pearl, Newfoundland



POSITION: Club League Coordinator	
IMMEDIATE SUPERVISORS: Club League Director, Micro League Director, and Technical Director	REPORTING TO: MPSA Board of Directors
<p>The Club League Coordinator plays a key role in creating a positive and engaging experience for participants and ensuring the program's overall success. This individual oversees the day-to-day activities, ensuring that the program runs smoothly and efficiently.</p> <p>PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Plan and organize all aspects of the Club League in collaboration with the Club League Director, and immediate supervisors, ensuring the smooth operation and success of the program• Communicate with parents, guardians, and staff regarding program information and respond to related inquiries and concerns, and updates via emails and in-person• Collaborate with Club League Director on creating and updating teams• Maintain inventory of all gear and equipment• Inspection of equipment, fields, and building to be recorded daily in a logbook• Prompt and regular communication with the Club League Director and other immediate supervisors• Coordinate and supervise Club League staff, providing guidance and support as needed; monitor staff performance, attendance, and punctuality• Create Club League staff schedules with appropriate breaks according to NL Labour Standards in advance• Ensure accurate hours are submitted for all staff on a biweekly basis• Communicate end-of-day procedures to Club League Staff, Canteen Staff, and Field Marshals• Address safety issues promptly and complete incident reports as needed.• Maintain a weekly cleaning and maintenance schedule• Other duties as assigned by immediate supervisors and/or the Board of Directors	

SHARED ACTIVITIES, DUTIES AND RESPONSIBILITIES:

- Collaborate with Micro League Director and immediate supervisors if required for weekly scheduling of staff for the canteen and field marshaling duties
- Plan, coordinate, and oversee MPSA Kickoff and Super Soccer Saturday events in collaboration with the Micro League Coordinator
- May be required to work weekends

May be required to supervise, schedule staff, and/or work events such as Metro Weekends and NLSA Jamborees

JOB REQUIREMENTS:

- Certificate of conduct with a vulnerable sector check
- Strong organization and communication skills.
- Ability to work both collaboratively and independently
- Basic understanding of Google Workplace programs (Sheets, Docs, Calendar, etc.)
- Willingness to learn and utilize RAMP Interactive daily
- Confident in managing and directing 30+ staff members
- First Aid certification may be required, or willingness to obtain certification
- Class 05 Driver's License