

**SCOPE/ROLE DESCRIPTION**

Mount Pearl Soccer Association

44 Arena Road, A1N 0J6

Mount Pearl, Newfoundland



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

**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 or willingness to obtain certification before the start of employment.
- Class 05 Driver's License