

SCOPE/ROLE DESCRIPTION

Mount Pearl Soccer Association

44 Arena Road, A1N 0J6

Mount Pearl, Newfoundland



POSITION: Events Coordinator	
IMMEDIATE SUPERVISORS: Micro League Director, Club League Director, and Technical Director	REPORTING TO: MPSA Board of Directors
PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> • Plan and organize all aspects of the Metro and NLSA Weekends, MPSA events (MPSA Kickoff, Super Soccer Saturday), and Camps, in collaboration with the Technical Director and immediate supervisors • Communicate with parents, guardians, and staff regarding any related inquiries (deadlines, updates, weather cancellations, etc.) via emails and in-person • Inspection of equipment, fields, and the building to be recorded daily in a logbook • Coordinate and supervise staff assigned to Metro Weekends or events. Providing guidance and support as needed. Monitor staff performance, attendance, and punctuality • Create Metro Weekends staff schedules in advance in collaboration with the Micro and Club League Coordinators. • Ensure accurate hours are submitted for all staff on a biweekly basis • Communicate end-of-day procedures to assigned Staff (incl. Canteen Staff and Field Marshals) • Address safety issues promptly and complete incident reports as needed • Other duties as assigned by immediate supervisors and/or the Board of Directors 	
JOB REQUIREMENTS: <ul style="list-style-type: none"> • 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 on a daily basis • 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 	