



South-West Regional Soccer Association  
401 New Dundee Road, Kitchener ON, N2P 2N8  
Email: [generalmanager@swrsa.ca](mailto:generalmanager@swrsa.ca) Web: [www.swrsa.ca](http://www.swrsa.ca)

## South-West Regional Soccer Association Job Posting

**Position Title:** District Administrator

**Position Term:** Full-Time Maternity Leave Contract (September 10<sup>th</sup> 2018 through March 2020)

**Location:** Kitchener, ON

**Reports to:** General Manager

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### About the Association

South-West Regional Soccer Association (SWRSA) is a direct member of Ontario Soccer and serves as the fourth largest district of 21. The districts objectives are:

- To promote, develop and administer the game of soccer in the District
- To represent and act on behalf of the Ontario Soccer
- To represent and act on behalf of Member organizations
- To assist member organizations in developing and administering soccer programs that promote the development of the mental, physical, social and leadership skills of their members.

The SWRSA Office is currently located in Kitchener, ON and serves member clubs, leagues, and associations from Waterloo, Wellington, Dufferin, Perth, and Grey Counties.

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### Position Description

Reporting to the General Manager, and working directly with the League Administrator and Event Coordinator, the District Administrator is responsible for member services and education encompassing all facets of the administration of Soccer. In addition, the individual will serve as the districts Discipline Case Manager.

The District Administrator will have a key role in membership experience as the first point of contact in person, via phone, or by email for all district related communications.

The person filling the position is proactive, passionate, resourceful, driven to learn, and a problem-solver with a knack for interpreting and implementing policy in a fast-paced environment. A flexible schedule, some evenings and weekends, and a willingness to travel on occasion is required.

The District Administrator is a dependable lead administrator at the forefront of day to day operations and will form courteous relationships with staff, members, and SWRSA directors.

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## **Key Responsibilities**

- Management of office filing systems and records
- Player, Team Official, Administrator registration and validation
- Processing of various permits and sanctioning documents
- Game Sheet Review and filing
- Receive reports, coordinate reviews, and upkeep all discipline records
- Coordination of various clinics and administrative training sessions
- Upkeep and review of Membership annual filings
- Transaction management
- Board Meeting and Annual General Meeting document preparation
- Website and Social Media content management
- Customer Service
- Assist at District and District League events as needed
- Assist with League Administration as needed
- Other duties as directed by the General Manager

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## **Qualifications and Experience**

- Strong customer service and communications skills, both written and verbal
- Ability to interpret and implement policy under strict timelines
- Superior organizational, prioritization, and time management skills
- Proven ability to learn, adapt, multi-task, and problem solve
- Knowledge of Ontario Soccer's governing documents, matrices, and league structures
- Diploma or Degree in a related field
- Background in sport administration an asset
- Must clear a criminal record check and vulnerable sector search

Note: This job posting indicates the general listing of the responsibilities of the incumbent. It is not designed to cover all activities, duties, or responsibilities required for the position. The incumbent may be asked to perform other duties which may be assigned from time to time.

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### **How to Apply**

To apply please submit your cover letter, resume, and salary expectations to [generalmanager@swrsa.ca](mailto:generalmanager@swrsa.ca)

**Submission Deadline: Sunday August 12<sup>th</sup> 2018**

Thank you to all those who apply but only candidates selected for an interview will be contacted.