



South-West Regional Soccer Association  
401 New Dundee Road, Kitchener ON, N2P2N8  
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## South-West Regional Soccer Association

**Position:** League Administrator and Event Coordinator

**Status:** Full Time

**Hours:** Posted Office Hours (Evenings and Weekends for Events)

**Location:** Kitchener, Ontario

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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 closely with the District Administrator, the League Administrator and Event Coordinator will develop, plan, implement, and administer all facets of district league operations and district events.

The League Administrator and Event Coordinator will have a key role in membership development and experience through customer service, registration management, event convening, sponsorship acquisition, and member outreach opportunities.

The person filling the position is proactive, passionate, resourceful and driven to see projects through conception to completion while maintaining day-to-day administrative activities in a team environment.

The League Administrator and Event Coordinator will assist in district administration and form courteous relationships with staff, members, and SWRSA directors

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## Key Responsibilities

- Develop and communicate all pre-season initiatives for the district league inclusive of scheduling
- Administer the operations of the district league during playing season(s) and conduct post season reviews of league operations and rules and regulations
- Propose operational improvements and provide yearend league and event reports
- Develop, propose, coordinate, and convene league and district events within, but not limited to, the district's current portfolio
- Website and Social Media content management
- Build and grow district and league programs and events to increase membership experience
- Sponsorship acquisition and relationship development
- Act as secretary and or reception to various committees as requested by the General Manager
- Complete Club, Team, Player, Official, Temporary, and Trial registration, de-registration, and validation processes
- Develop and maintain courteous relations with membership through customer service provided in person, on phone, and via email or social media.
- Maintain filing systems and general administration
- Develop and propose league and event budgets annually
- 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
- Experience in event planning and convening an asset
- G2 or G Driver's License with access to a vehicle
- 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: Thursday August 30<sup>th</sup> 2018**

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