



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)

## Southwest Soccer - Job Posting

**Position Title:** League Coordinator (Canada Summer Jobs)

**Position Term:** Part-Time (30 hrs/wk) (June 10<sup>th</sup> to August 30<sup>th</sup>)

**Location:** Kitchener, ON (Various field locations throughout Southwest Soccer)

**Reports to:** General Manager

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### About the Association

Southwest Soccer 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 District 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 League Coordinator will assist in developing, planning, and convening a variety of Grassroots and Youth Soccer events. In addition, the individual will be attending a variety of league games, completing reports, and assisting in day to day operational tasks.

The League Coordinator will have a key role in membership experience as a liaison to teams, refs, and spectators at U8 to U12 festivals, league games, and other events.

The person filling the position is proactive, passionate, resourceful and driven to learn, contribute and see projects through to completion while assisting in day-to-day administrative activities in a team environment. A flexible schedule, evenings and weekends, and a willingness to travel is required.

The League Coordinator will assist in league administration and form courteous relationships with staff, members, and Southwest Soccer directors.

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## **Key Responsibilities**

- Assist in the scheduling and communication of U8 Festivals
  - Attend all events as a district representative in the capacity of convener, liaison, or field marshal
    - U8 Festivals / Wrap Up Festival
    - U11-12 Festivals
    - U18 Youth Cup
    - Ontario Cup Semi-Finals
  - Attend, view, document, and report to the league on set criteria for various league games
  - Review, track, and report to the league on set criteria based on Ontario Soccer Grassroots / LTPD requirements
  - Assist in the administration of the league operations as needed
  - At the conclusion of events submit reports and propose improvements
  - Develop and maintain courteous relations with membership through customer service provided in person or via email.
  - Maintain filing systems and general administration as needed
  - Act secondary to the League Administrator / Event Coordinator in completing any other duties as required in their absence.
  - Report to the General Manager on the challenges and successes and the resources required to provide a helpful and positive experience to each of our member clubs at various events.
  - Other duties as directed by the General Manager
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## **Qualifications and Experience**

- Strong customer service and communications skills
  - Excellent communication skills, both written and verbal
  - Ability to work independently and in a team environment
  - G2 or G Driver's License with access to a vehicle
  - Strong knowledge of and a passion for soccer; coaching or officiating certifications an asset
  - Background in administration or event convening an asset
  - Previous experience working within a soccer organization considered an asset
  - Must clear a criminal record check and vulnerable sector search
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## **Eligibility – Requirements of Canada Summer Jobs**

- Must be between 15 and 30 years of age at the start of employment
  - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
  - Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
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### **How to Apply**

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

**Submission Deadline: Sunday May 26<sup>th</sup> 2019**

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