



Fort Saskatchewan Soccer

10013 – 96 Avenue | PO Box 3071 | Fort Saskatchewan | Alberta T8L 2T1
Phone: (780) 998-1835 | Fax: (780) 998-1834

info@fortsasksoccer.ca | www.fortsasksoccer.ca

Soccer Sport Coordinator

The Soccer Sport Coordinator position is a paid soccer position which is responsible for many of the administrative tasks involved with providing indoor and outdoor soccer programs to over 1,000 players per year.

The Soccer Sport Coordinator position is a part-time paid position which reports to the Fort Sask. Soccer President. Work hours are noon to 4 pm Monday to Friday. Ideally the applicant is familiar with both the indoor and outdoor soccer programs.

The Sports Coordinator will work in the Fort Saskatchewan Minor Sports Association office which is located in the Jubilee Recreation Centre.

Summary of Duties of the Soccer Sport Coordinator

The Sports Coordinator's responsibilities shall include:

- Preparation of Alberta Soccer Association (ASA) Team Roster Forms.
- Maintenance of a Coach Certification Database.
- Maintenance of a Volunteer Database.
- Maintenance of a Sponsorship Database.
- Monitors and Collects Fees and Deposits.
- Coordinates Advertising, Public Relations and Social Media.
- Administration of Booking and Scheduling.
- Coordinates Purchases.
- Coordinates Coaching Courses.
- Manages Photo Related Activities.
- Assistance in Revisions of Organizational Documents.
- General Reception Activities.



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Soccer Sport Coordinator - Qualifications

The Soccer Sport Coordinator must have a familiarity with soccer (ideally both the indoor and outdoor soccer programs). The Soccer Sport Coordinator should possess the following education, skills and knowledge.

1. **Formal Education:**

- a. High School Diploma
- b. Administration Certificate or similar is desired.

2. **Experience:**

- a. Demonstrated customer experiences.
- b. Knowledge of office administration processes.
- c. Proficient with various office software programs (Microsoft Office, Word, and Excel) required, and basic graphic design is preferred.
- d. Experience with RAMP online registration is desirable.
- e. Experience with or ability to learn Go Daddy Website development, Facebook and Twitter.

3. **Skill:**

- a. Self-starter, able to work independently and with minimal supervision.
- b. Excellent interpersonal skills.
- c. Superior time management skills.
- d. Excellent analytical and problem solving skills.
- e. High level of accuracy, organization and attention to detail.
- f. Superior verbal and written communications skills.
- g. Able to provide a RCMP Criminal Record Check with Vulnerable Sector Clearance.

4. **Knowledge:**

- a. Familiarity with Rules, Regulations and Policies of Fort Saskatchewan Soccer and the leagues in which our teams play.
- b. Able to communicate effectively with members, Board, volunteers, funders and sport community is desired
- c. Familiarity with Fort Saskatchewan Soccer and Fort Saskatchewan Minor Sports Association.
- d. Demonstrated ability to work with a non-profit Board Organization.