

November 10, 2021

**RE: CALGARY UNITED SOCCER ASSOCIATION PROGRAM COORDINATOR – DISCIPLINE
(9 MONTH TERM)**

Calgary United Soccer is seeking a candidate for a nine-month term as our Program Coordinator - Discipline. Working closely with a dynamic team of professionals the Program Coordinator - Discipline will be responsible for the day-to-day administration of the league discipline for the Association, assisting with the implementation of the strategic plan with the focus on the delivery of the Association's programs and events, high standard of member service and acting as a resource to the membership. In addition, this position will be the league representative for the local referee management committee. This position does require attendance at regular evening meetings.

The complete Job Description can be found below.

This is a full-time term position, January 24 to October 28, 2022. Salary will be reflective of experience.

Closing Date for Applications - November 26, 2021.

Resumes are to be emailed to Patti Newfield (patti.newfield@cusa.ab.ca) with the subject line "Program Coordinator - Discipline".

PROGRAM COODINATOR - DISCIPLINE 9 MONTH TERM POSITION

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Reporting Relationship

- Reports to the Office Manager

Duties and Responsibilities

- Manages all incoming discipline inquires from the membership, and if required, are directed to the appropriate individuals.
- Organizes League discipline. Accesses Misconduct Reports, applies Discipline Code to determine appropriate action. Communicates decision to players and teams. When required coordinates the Discipline Hearing.
- Prepare for, attend, and function as a resource for the regularly scheduled League Discipline Committee and Referee Committee Meetings.
- Coordinate the recruitment and assignment of volunteer Discipline Committee members.
- Maintain orderly files and records covering all aspects of the league discipline. Update player and team registry with changes in status relating to discipline and eligibility. Ensures all conditions of discipline related sanctions are complied with.
- Ensure all discipline related financial transactions are invoiced and recorded as required, including bond status reports to the Board as required.
- Working with the 2 other local soccer associations coordinate the successful delivery of local referee program, courses, and refreshers. Communicates with the league Referee Committee and the Referee Scheduler on related performance, mentorship, misconduct concerns and evaluations.
- Lead the review of league and local referee regulations and Discipline Code.
- Assist in the development and implementation of new programs and initiatives.
- Assist in the efficient and effective operation of the office, including providing vacation relief coverage as required.
 - Manage inquiries from the membership. Taking authorized action and using initiative and sound judgment to help ensure matters requiring immediate attention are dealt with or delegated appropriately, with membership and governing bodies as it relates to league programs and player registration.
 - Assist with the entry of game sheet details, includes the collection, editing and distribution of all player statistics, league standings and Arbiter updates.
 - Ensure that all daily financial transactions are receipted and any fee, fine and bond payments are recorded as required.

- Provide support to membership with online team and player accounts.
- Assist in the development and implementation of new programs and strategic initiatives.
- Act as a resource to the Office Manager and Executive Director.
- Additional duties as may be assigned from time to time.

Skills and Qualifications

- Degree or diploma in Sport Administration, Recreation or related field, Minimum 1 years' experience within the sport delivery system.
- Proficiency with conflict resolution, relationship building and possess a high stress tolerance.
- Strong communicator with excellent written and verbal communication skills.
- Ability to exercise sound judgement and discretion in handling confidential information.
- Strong attention to detail, organization and time-management skills and the ability to stay on task in a fast-paced environment with the ability to take immediate, effective action in high pressure situations.
- Independent thinker, problem solver with flexibility and the ability complete multiple tasks with frequent interruptions.
- Excellent leadership, mentoring abilities, works well in a team environment, able to foster an inclusive and collaborative environment.
- Experience in minute taking, arranging meetings, calendar management, collecting and circulating meeting materials and following up on action items.
- Strong computer skills with Microsoft Office Suite and/or other business-related software and the ability to learn new applications quickly.
- Passionate about sport and physical activity. Strong knowledge of the sport of soccer an asset.

Other Requirements

- Criminal Record Check

The salary will be negotiated based on qualifications and experience. Please submit your resume, cover letter and salary expectations to the attention of Office Manager, Patti Newfield at patti@cusa.ab.ca by **November 26, 2021**.

Thank you for your interest in the Calgary United Soccer Association. We look forward to hearing from you. All applications will be kept in the strictest of confidence and only those candidates selected for interviews will be contacted.

About Calgary United Soccer Association

Calgary United Soccer Association (CUSA), in partnership with its membership, strives to ensure that its players experience the best organization, development, support and accessibility in the sport of soccer. CUSA is the governing body for Alberta Soccer Association sanctioned adult men's and adult coed soccer within Calgary and area. Programs are offered year-round with Indoor and Outdoor/Summer league play provided to approximately 300 teams each season.

For more details on CUSA, visit the official website at www.cusa.ab.ca