



REFEREE DEVELOPMENT COORDINATOR JOB PROFILE

POSITION TITLE: Referee Development Coordinator

POSITION TERM: Full Time, Permanent

LOCATION: Calgary, Alberta, Canada

REPORTS TO: Technical Manager

ABOUT US

The Calgary Minor Soccer Association (CMSA) is a non-profit organization responsible for governing and organizing leagues, tournaments, and festivals to grow minor soccer in Calgary. Representing 31 Member Clubs, CMSA is the largest sport organization in Calgary, providing year-round activity for over 1,600 youth teams and approximately 30,000 players in a fun, safe, and inclusive environment.

MISSION

Dedicated to working with our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

The Calgary Minor Soccer Association is seeking an ambitious and experienced Referee Development Coordinator to assist in referee recruitment, retention, and development strategies. The individual will have experience in refereeing and be familiar with the referee structure in Alberta. Motivation to grow the quality and quantity of the referee pool is a must. This exciting role will directly influence referee development and soccer in Calgary, having a significant impact on our 30,000+ players, coaches, officials, and volunteers. The Referee Development Coordinator will be a well-organized and dynamic individual who takes initiative and is not afraid to tackle new challenges.

This role will support our Technical Department, reporting to the Technical Manager. This position is a full-time, permanent role, working 38 hours per week, which may occasionally include evenings and weekends.



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KEY RESPONSIBILITIES

REFEREE EDUCATION

- In collaboration with the Technical department, organize referee education courses, such as Mini Ref, Entry-Level, Junior Officiating Program and refreshers, ensuring courses are delivered at the highest quality.
- Coordinate mentorship programs for new referees in collaboration with the Technical department.

REFEREE RECRUITMENT & RETENTION

- In collaboration with the Technical and Marketing departments, help develop and implement referee recruitment campaigns.
- Develop current referee recruitment and retention campaigns, while thinking about new initiatives.
- Determine ways to ensure referees are recognized and valued within CMSA.
- Lead data collection and analysis for recruitment, retention strategies to make recommendations to improve as necessary.

REFEREE DEVELOPMENT

- Keep accurate records of referee ratings, development trajectories and statistics as determined by the Technical department.
- Review and coordinate Referee Evaluations as submitted to CMSA with the Technical department and the Referee Management Operations Committee (RMOC) as necessary.
- Provide reporting to the Technical department in regard to these records.

REFEREE ASSIGNING

- Assign U10 – U12 referees during the outdoor season and all other competitions as directed.
- Validate and ensure payments for referees for CMSA leagues and competitions.
- Act as Referee in Chief for CMSA Tournaments.

COMMITTEES

- Represent CMSA on RMOC and further ASA Referee Committees, potentially as the DRA.



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TEAM PARTICIPATION

- Work with the office staff to create a positive team culture.
- Attend scheduled staff meetings and provide communication for action items you have been tasked with, and update progress on current and ongoing undertakings.
- Attend and contribute to other CMSA events and competitions, such as, but not limited to, World Cup watch parties, CMSA celebrations, Street Team, Provincial Championships, Season Finale Rallies, EmpowerHER, CMSA Tournaments, etc., if requested.
- Attending other CMSA meetings if requested.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Post-secondary education or comparable work experience.
 - A love of soccer and understanding of CMSA programs, the soccer structure, and referee structure in Alberta and Canada would be considered an asset.
 - Approachable, diplomatic, reliable, and trustworthy.
 - Successful track record of prioritizing and meeting deadlines.
 - Proven track record of implementing innovative initiatives that drive impact.
 - Ability to work independently with minimal supervision.
 - Ability and experience in supporting and educating parents, coaches, referees, players, and technical staff professionally.
 - Demonstrated ability in critical thinking and making sound decisions.
 - Ability to influence and gain support from others through strong presentation and communication skills.
 - Ability to create exceptional presentations, reports, and documents with the use of graphics.
 - Proficient abilities with Microsoft Office applications, especially Word, Excel, PowerPoint, Teams, Planner and Outlook.
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FINAL NOTE

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

At CMSA's expense, the successful candidate will be required to complete a cleared ePIC, including Vulnerable Sector Search, and complete any staff training as a condition of employment.

APPLICATION AND INTERVIEW PROCESS

We offer a competitive salary and paid vacation time, comprehensive benefits, and annual professional development opportunities. Salary will be commensurate with experience and qualifications.

If you are interested in working with CMSA as the CMSA Referee and Discipline Coordinator, please email your [resume and cover letter](#) telling us why you would be an amazing addition to our team along with your [salary expectations](#) to Careers@CalgaryMinorSoccer.com **with the subject line REFEREE DEVELOPMENT COORDINATOR**. All applications will be held in strict confidence.

Submission deadline is Friday, January 16th at 4:00 pm. We will begin in-person interviews the following week. The expected **start date will be February 3rd.**

CMSA thanks all applicants for their interest in this job posting, however only those selected for an interview will be contacted.

CMSA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, religion, colour, national origin, gender, gender identity or expression, sexual orientation, genetics, or disability.
