

Job Posting: Technical Coordinator - Saskatoon Adult Soccer Inc.



Position: Technical Coordinator

Location: 150 Nelson Road, Saskatoon, Saskatchewan

Application Deadline: 9:00pm CST on Sunday, April 13, 2025

Employment Type: Full-time

Wage Range: \$40,000 to \$53,000 per year dependent on qualifications and experience

Benefits: Health and dental package, life/accident/disability insurance, sick days, holidays, and RRSP matching.

Saskatoon Adult Soccer Inc. (SAS) is seeking a dynamic and highly organized **Technical Coordinator** for immediate hire. The ideal candidate will have strong communication and leadership skills, with a passion for soccer and experience in program management.

SAS is governed by a Board of Directors and operated by three full-time staff. SAS runs adult recreational soccer leagues throughout the entire year, offering both an indoor winter league and an outdoor summer league. The Technical Coordinator reports to the Executive Director.

The hours of work will primarily be from 9:00am to 5:00pm Monday to Friday. In addition, there will also be two opening weeks for each season and six tournament/playoff weekends throughout a year where all staff members are expected to work. Also, staff attendance at the SAS Annual General Meeting (AGM) is required. Any deviations from the regular hours will be identified well in advance.

Key Responsibilities:

- **Event Planning & Management:** Assist in organizing and managing league matches, tournaments, and special events, ensuring smooth operations and positive participant experiences.
- **Communication & Community Engagement:** Act as the point of contact for players, team contacts, and team personnel, addressing inquiries and fostering a positive community atmosphere.
- **Technical Support:** Offers guidance to players and team contacts on the RAMP registration system and website.
- **Collaboration:** Work with board members, and fellow staff to align programs with SAS's mission and strategic goals.
- **Administrative Duties:** Maintain records, create registration forms on RAMP, prepare reports, make player ID cards, potentially create schedules, and perform other administrative tasks as required.
- **Oversee Fields and Equipment:** Maintain equipment at fields and monitor conditions.

Qualifications:

- **Experience:** Minimum of 2 years in a coaching, coordination, or administrative role in soccer or sports management is preferred.
- **Education:** Relevant post-secondary education in sports management, coaching, or a related field preferred.

- **Certification:** Preference is given to candidates with related post-secondary certification and/or related office experience.
 - **Skills:**
 - Strong organizational and time-management abilities.
 - Excellent verbal and written communication skills.
 - Ability to work independently and as part of a team.
 - Understand and demonstrate ethical behaviour and business practices consistent with the values of our organization.
 - Proficient in Microsoft Office Suite and other basic software tools.
 - **Knowledge:** An understanding of soccer techniques, tactics, and rules is an asset.
 - **Personality:** Passionate about soccer, detail-oriented, and comfortable working with people of diverse backgrounds and skill levels.
 - **Additional:** A valid driver's license and reliable transportation are required.
-

What We Offer:

- A supportive and friendly work environment.
 - Opportunities for professional development and growth within the soccer community.
 - The chance to make a positive impact on the local soccer community in Saskatoon.
-

How to Apply:

Interested candidates are invited to submit a cover letter and resume to executivedirector@saskatoonadultsoccer.com.

Please include "**Technical Coordinator Application**" in the subject line. Applications will be reviewed on a rolling basis. Only those that we select for further consideration will be contacted.

We prefer the inclusion of References with the cover letter and resume submission.

Saskatoon Adult Soccer Inc. is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.