



SASKATOON ADULT SOCCER

150 Nelson Road

Saskatoon, SK S7S 1P5

(306) 975-3427

www.saskatoonadultsoccer.com

executivedirector@saskatoonadultsoccer.com

Saskatoon Adult Soccer Inc. (SAS) is seeking a full-time employee for immediate hire.

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 and may also be required at the Saskatchewan Soccer Association AGM. These deviations from the regular hours will be identified well in advance.

Primary Responsibilities of the Technical Coordinator:

- Registration form creation and maintenance
- Organizing SAS tournaments
- Facilitating scheduling updates/changes
- Make Player ID Cards in office and at ID Clinics
- General administrative and reception duties (phone calls, walk-ins, email inquiries)
- Assist in recording game scores into the SAS website, track permit players, forfeit games
- Monitoring field/equipment during outdoor season
- Creating master schedule for all leagues and tournaments
- Any and all duties as assigned by the Executive Director, Board of Directors, or as needed by the SAS Membership.

Shared Duties

- Update SAS website, and social media
- Monitoring office inventory
- Update SAS website

Qualifications:

- Proficient with Microsoft Word, Excel, PowerPoint, and Outlook
- Strong written and verbal communication skills
- Organized and detail oriented
- Comfortable learning new software, data management systems
- Experience in large scale event scheduling/planning an asset
- Preference given to candidates with related post-secondary certification and/or related office experience
- Experience/knowledge relating to soccer in Saskatoon an asset

We will accept applications until 9:00pm CST on Sunday, October 2, 2022.

To apply, please email your resume and cover letter to: executivedirector@saskatoonadultsoccer.com. You may also drop off or mail your resume and cover letter to our office via the information found above.

For more information about our organization please visit us at: www.saskatoonadultsoccer.com.

Posting date: September 19, 2022