



# TECHNICAL DEVELOPMENT COORDINATOR JOB PROFILE

<b>POSITION TITLE:</b>	Technical Development Coordinator
<b>POSITION TERM:</b>	Full Time, Permanent
<b>LOCATION:</b>	Calgary, Alberta, Canada
<b>REPORTS TO:</b>	Technical Manager

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## 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 37 Member Clubs, CMSA is the largest sport organization in Calgary providing year-round activity for over 1,600 youth teams and approximately 25,000 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.

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## POSITION SUMMARY

The Calgary Minor Soccer Association is seeking an experienced and talented technical development coordinator to support CMSA's technical department. The position will report to the Technical Manager and be responsible for administering CMSA's U7 – U9 grassroots league, assist in developing and delivering coach education, club development initiatives, referee development initiatives, and development of U10 – U19 CMSA leagues in alignment with the 2024-2027 technical plan. This position will be influential in determining the future of soccer within Calgary as we strive to be a nation leading organization.

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## KEY RESPONSIBILITIES

CMSA is continuing to align programming to best-practice research while also ensuring awareness and acknowledgement of our local environment. The Technical Development Coordinator will provide reports, including statistics, to support their outcomes whose responsibilities include:

### U3 – U12 GRASSROOTS

- Leading the Grassroots Committee and designing standards for U3 – U12 soccer environments within Calgary.
- Administering, innovating, and evaluating the U7 – U9 Grassroots League to maximize the attraction and retention of players and become a nation-leading program.
- Organize and train part-time staff in collaboration with the Technical Manager and Operations Manager for grassroots leagues.
- On-site attendance and evaluation of the Grassroots League and other CMSA Leagues as directed.

### CLUB DEVELOPMENT

- Developing club support strategies tailored to the needs of the individual member club following Club Licensing implementation.
- Implement, support, and audit the CMSA Preferred Training Environment in CMSA member clubs.
- Support member clubs in achieving and maintaining club licensing while continuously encouraging clubs to achieve higher club licensing standards.

### REFEREE DEVELOPMENT

- Develop and support referee recruitment and retention strategies in collaboration with member clubs and the Referee Development Coordinator.
- Liaise with the Technical Manager and Referee Development Coordinator on any modifications within game formats, rules, or standards, to develop educational material for referees.

### COACH DEVELOPMENT

- In collaboration with the Technical Manager, plan, organize and deliver coach education.
- Creation of club development and education opportunities.
- Creation of coach education materials for each age and stage, in alignment with best practice coaching techniques, to create environments for players to develop and enjoy their soccer experience.



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- Creation of parent education materials around parent conduct, knowledge, and expected outcomes within soccer.

## LEAGUE DEVELOPMENT

- Evaluate current programming identifying any gaps to align to best-practice research around player, coach, and referee development and retention.
- Support and launch CMSA player registration growth initiatives and other diversity, equity, inclusion, and indigeneity initiatives.
- Video analysis of recorded footage to determine playing format effectiveness.
- Collaborate with Technical Manager and member club's Technical Leads to innovate and progress CMSA Leagues.
- Any additional projects assigned by CMSA.

## SOCCER TRAINING PROVIDER ENDORSEMENT

- Administer CMSA Soccer Training Provider endorsement process.
- Encourage unsanctioned groups to become endorsed CMSA Soccer Training Providers.
- Audit CMSA Soccer Training Provider's programming to ensure standards are being met.

## TEAM PARTICIPATION

- As a member of the team, contribute to a positive team culture with staff, member clubs, and all other stakeholders.
- Contribute and participate in weekly staff meetings.
- Attend CMSA events and competitions, if requested.
- Attend CMSA Annual General Meetings, Special General Meetings, or other meetings, if requested.

## COMMITTEES

- Lead the U3 – U12 CMSA Grassroots Committee.
- Represent CMSA on any other committees as directed.

## OTHER

- Prepare detailed reports, including statistics, that support the steps taken for the initiatives undertaken, their outcomes, and future recommendations.
  - Other duties as assigned.
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## EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Enrolled in, or completed, a post-secondary degree or comparable work experience.
- C-License Certified is required.
- Childrens License would be an asset.
- Learning Facilitator training and delivery completed to a co-delivery stage would be an asset.
- A love of soccer and understanding of CMSA programs and the soccer structure in Alberta and Canada would be considered an asset.
- Demonstrated track record of developing player, coach, and referee development programs.
- Demonstrated track record of project management from concept to execution.
- Demonstrated history of prioritizing and meeting deadlines.
- Demonstrated ability to think critically and make sound decisions.
- Ability to create exceptional presentations, reports, and documents with the use of graphics.
- Ability to influence and gain support from others through strong presentation and communication skills.
- Ability to work independently with minimal supervision.
- Approachable, adaptable, resourceful, and detail oriented.
- Proficient with Microsoft Office applications especially Word, Excel, PowerPoint, and Outlook.
- Proficiency in video editing and tagging applications.

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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 as assigned, and effectively manage their time to achieve the desired results. Some evening and weekend work will be required.



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At the employer's expense, the successful candidate will also 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, 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 Technical Development Coordinator, please email your **cover letter, resume, and salary expectations** to [careers@calgaryminorsoccer.com](mailto:careers@calgaryminorsoccer.com). Let your cover letter tell us about some of the great work you've done, how your experience will help you execute the responsibilities above, and how you will help CMSA elevate and unite our community through soccer. All applications will be held in strict confidence.

**Submission deadline is Tuesday, September 19<sup>th</sup> at 9:00 AM.** We expect to begin in-person interviews the same week. We thank all applicants for their interest, however, only those selected for an interview will be contacted.