JOB POSTING
Coordinator, Match Officials Development

Position Title: Coordinator, Match Officials
Position Term: Full Time (Permanent)
Location: Vaughan, Ontario
Reports To: Senior Manager, Match Officials

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is actively searching for talented and ambitious individuals who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 550 Clubs and Private Academies servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 9,500 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders. Ontario Soccer also operates the Ontario Player Development League (OPDL) - the province's premier standards based youth development program and proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

An overall goal of Ontario Soccer is to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage inclusive community involvement at all levels.

Position Summary:

This position primarily provides support to the Match Officials Development Program. There is an emphasis on the administration of Match Official Clinics, Registration and the Recruitment and Retention Initiative.

The tracking and maintenance of instructors for Accreditation Clinics, Recruitment/Retention strategy and Match Official registration qualifications are major components of this position.

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This position is responsible for supporting the Senior Manager, Match Officials in matters relating to Ontario Soccer's Match Officials Development program.

Primary Duties and Responsibilities:

- Oversee the implementation of the Entry Level and Small Sided Accreditation clinics
- Manage the annual match officials registrations program
- Create content for the Recruitment and Retention program. Amplify on Social Media through collaboration with Business Operations Department.
- Modify the existing Mentor program to simplify for Club delivery
- Report on the final results of the Long Term Officials Development Program
- Assist in adjusting existing protocols and processes
- Oversee the Futsal portfolio

Qualifications:

Experience:

- A comprehensive understanding of the issues facing sport and officiating in Ontario
- At least two years experience in administrative support
- Experience in use of match official accreditation and registration programs.
- History of creative thinking.
- Experience with file sharing systems, website content updating.
- Experience working with volunteers, events and customer service.

Education and Professional Designations:

- Post-Secondary education in sports administration, physical education, recreation or other related discipline; or comparable work experience

Skills and Competencies:

- Strong written and verbal communication skills, negotiation skills, analytical skills and business acumen.
- Experience with RefCentre, cloud programs and Adobe creative platforms considered an asset.
- Ability to work alone and as part of a team.

- Achieve department goals by accepting ownership for accomplishing new and different tasks;

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- Explore opportunities to add value to department programming. Well-developed time management skill to accommodate the requirements of the role, Subscribes to continual self-improvement.
- Demonstrating great initiative and energy.
- Demonstrated proficiency in the use of common technology and computer platforms including experience with website updates, Microsoft Office Suites (Excel, Word PowerPoint), Google Cloud Apps (Docs, Sheets, Presentation),
- Experience in video sharing sites, uploading and editing videos.

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.

Please submit your cover letter and resume (Coordinator, Match Officials as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Wednesday, March 2, 2022 at 5:00 pm
We thank all applicants for their interest but only those selected for an interview will be contacted.