



Sport Hub Coach

POSITION TITLE:	Sport Hub Coach
POSITION TERM:	Contract, Casual
LOCATION:	Calgary, Alberta, Canada
REPORTS TO:	Technical Manager and Technical Programs Coordinator

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 sports organization in Calgary, providing year-round activity for over 2,000 youth teams and 31,000+ 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 (CMSA) is seeking outgoing individuals to support the CMSA in its technical department as coaches.

This position will report to the CMSA Technical Manager and CMSA Technical Programs Coordinator and will be responsible for delivering soccer sessions with the Sport Hub Community or Schools Program.



Sport Hub Coach

KEY RESPONSIBILITIES

CMSA is committed to promoting and producing positive, developmentally appropriate, and fun soccer environments for kids to fall in love with soccer. The CMSA Sport Hub coach's responsibilities include:

- Deliver safe and developmentally appropriate soccer sessions in the Sport Hub Community or School programs from CMSA's designed curriculum.
- Attend all CMSA and City of Calgary Onboarding Sessions and meetings.
- Complete all required training and certifications before participating in any coaching session.
- Engage with children positively and encouragingly to build their love of sport and soccer.
- Maintain and transport all equipment for the sessions given to you by either the Member Club or CMSA. Ensure all equipment is returned at the end of the program.
- Arrive at sessions a minimum of 10 minutes prior to setup time (25 minutes total before session kick-off).
- Report any incidents to CMSA immediately.
- Ensure all participants' personal information is kept confidential and not duplicated. All program information and documents are to be securely returned to CMSA or the City of Calgary at the conclusion of the program.
- Submit invoices promptly at the conclusion of the program (within 7 days).
- Complete any required surveys and reports on the timelines outlined by the City of Calgary or CMSA.
- Other duties as assigned based on the City of Calgary, Sport Hub, or CMSA requirements.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Preferred to be enrolled in, or completed, a post-secondary degree or comparable work experience.
- Preferred coach certification of C Licence Certified and/or Diploma. Full Safe Sport Roster completion with Fundamentals/Learn to Train/Soccer For Life Trained status is acceptable.
- A love of soccer and positive youth development.



Sport Hub Coach

- Ability to engage with parents, supervisors, and players positively.
 - Ability to work independently with minimal supervision and able to stand for multiple hours at a time.
 - Approachable, adaptable, resourceful, and detail-oriented.
 - Must complete all required coach training before beginning coaching in Sport Hub programs.
-

SKILLS & REQUIREMENTS

- Able to work evenings or weekends when Sport Hub programs operate.
 - Strong communication skills.
 - Ability to follow directions.
 - Able to creatively solve problems on the fly.
 - Comfortable as part of a team but also confident to work independently.
 - A soccer background is essential.
 - Coaching qualifications and certification are preferred.
 - Customer service experience and confidence in dealing with parents, coaches, and players professionally.
 - Organized and able to multitask.
 - Strong conflict resolution skills.
 - Orientation and training will take place upon starting the position.
-

FINAL NOTE

This job description outlines the general nature and level of work expected of the incumbent. It is not intended to provide a comprehensive list of activities, duties, or responsibilities required of the successful candidate. The incumbent may be asked to perform other duties as assigned and must effectively manage their time to achieve the desired results. Evening and weekend work will be required.

Successful candidates will also be required to complete a cleared ePIC, including vulnerable sector search, and complete any additional training as a condition of employment.



Sport Hub Coach

APPLICATION PROCESS

If you are interested in working with CMSA as a Sport Hub Coach, please email your **resumé and cover letter** telling us why you would be an amazing addition to our team to daedelaja@calgaryminorsoccer.com.

The expected start date will vary based on the programs.

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.
