



GRASSROOTS LEAGUE COORDINATOR/ EVENT TEAM (CASUAL)

POSITION TITLE:	CMSA Grassroots League Match Day Coordinator/Event Team
POSITION TERM:	Casual, Evenings and Weekends
LOCATION:	Calgary, Alberta, Canada
COMPENSATION:	\$18.00 per hour to start

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 sport organization in Calgary, providing year-round activity for over 1,600 youth teams and approximately 30,000 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 Grassroots League and CMSA tournaments/events this season on a part-time basis.

These positions will report to the Tournaments and Events Coordinator and the CMSA Technical Manager and will be responsible for assisting in planning and coordinating the CMSA U7-U9 Grassroots League Match Days, as well as tournaments and competitions hosted by CMSA.

KEY RESPONSIBILITIES

CMSA GRASSROOTS LEAGUE

The CMSA indoor Grassroots League starts on **November 1** and takes place every **Saturday** as early as **7:00 AM** at one location in each of the three indoor facilities in Calgary **until the February 21st** Grassroots Rally. Grassroots League Match Day Coordinator responsibilities include:

- Assistance with team registrations



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- Coordination of Game Day Managers and Club Technical Leads
- Preparing equipment for Match Day and the setup and take-down of equipment.
- Managing the flow and logistics of 300+ people at each Match Day.
- Attend each event communicating effectively and respectfully with coaches, parents, club technical staff, and players.
- Any additional projects assigned by CMSA.
- Depending on the location and schedule, Saturday mornings may start as early as 7:00 AM.
- The Grassroots Rally is the finale for this league and takes place on February 21st.

TOURNAMENTS AND COMPETITIONS

The CMSA **Harvest Hustle Tournament** begins our indoor tournaments and runs from October 10th to 13th. We also have the **Family Day Tournament** from February 13th to 16th and the **March Mayhem Tournament** from March 26 to 29th. In addition, CMSA runs the Indoor **Grassroots Rally** and other events throughout the year and runs additional tournaments during the outdoor season.

- Check in teams and referees.
- Collect game sheets.
- Respond to enquiries from players, parents, coaches, and referees.
- Update scores.
- Present medals.
- Set up and take down CMSA nets, equipment, and signage.
- Perform other duties as required.

EVENTS

With Canada set to co-host the **2026 FIFA World Cup** in partnership with the USA and Mexico, there has never been a more exciting time to join the CMSA Team. We will plan several events, and there will be many opportunities for part-time involvement in these once-in-a-generation celebrations. Be part of the movement to grow soccer in our community, inspire the next generation of players and help deliver unforgettable experiences during the World's most popular sport.

TEAM PARTICIPATION

- Work with the CMSA staff to create a positive team culture.
- Support strong internal communication to achieve individual and organizational goals.
- Complete Staff Training within the time constraints provided and attend any educational events as requested.
- Promote and facilitate communication and collaboration between team members and the full CMSA team.



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EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- **Applicants must be at least 16 years of age.** If you are over 18 or older, have a valid driver's license, a clear driver's abstract, and are comfortable driving larger vehicles, you may be asked to operate U-Haul trucks to transport soccer nets and equipment. In accordance with our insurance policy, only employees who are 23 years of age or older (with a valid driver's license and a clean driver's abstract) will be permitted to drive CMSA's VW Cruiser.
- A love of soccer and a soccer background is considered an asset but not required.
- Physical requirements: Ability to lift/carry items up to 50 lbs. and assist with equipment setup and take down in all summer weather conditions.
- Strong conflict resolution skills.
- Effective 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.
- Computer/Microsoft application knowledge.
- Event planning and organizing experience is an asset.
- Customer service experience and confident dealing with parents, coaches, referees, players and club technical staff in a professional manner is essential.
- Organized and able to multitask.
- Active certification in Standard First Aid with CPR is an advantage.

COMPETENCIES

- Analytical Thinking
- Excellent Communication Skills
- Good Decision Making
- Effective Networking and Relationship Building
- Proven Problem-Solving Skills
- Results Oriented
- Service Oriented

Orientation and training will be provided upon hire and completed before the start of the CMSA Indoor Grassroots League. The Indoor programs begin ramping up on September 30th with pre-season Photo ID sessions, with the Grassroots League running from **November 1** through **March 15**, but this position is **eligible for ongoing part-time evening and weekend work in our Spring/Summer Outdoor league and beyond.**



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FINAL NOTE

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. The incumbent may be asked to perform other duties as assigned and effectively manage their time to achieve the desired results. Evening and weekend work will be required.

At the employer's expense, the successful candidates will also be required to complete a cleared ePIC, including Vulnerable Sector Search, and complete any staff training as a condition of employment. A Driver's Abstract may also be requested.

APPLICATION AND INTERVIEW PROCESS

If you are interested in working with CMSA as a part-time/casual Grassroots League Coordinator and Event assistant, please email your **resumé and cover letter** telling us why you would be an amazing addition to our team to Careers@CalgaryMinorSoccer.com **with the subject line GRASSROOTS LEAGUE COORDINATOR/EVENT TEAM**. All applications will be held in strict confidence.

CMSA thanks all applicants for their interest in this job posting; however, only those selected for an interview will be contacted. Interviews will be scheduled as quickly as possible based on all parties' availability. The expected start date will be September 16th.

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.
