

SCOPE/ROLE DESCRIPTION

Mount Pearl Soccer Association

44 Arena Road, A1N 0J6

Mount Pearl, Newfoundland



POSITION: Events Coordinator	
IMMEDIATE SUPERVISORS: Micro League Director, Club League Director, and Technical Director	REPORTING TO: MPSA Board of Directors
PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Plan and organize all aspects of the Metro and NLSA Weekends, MPSA events (MPSA Kickoff, Super Soccer Saturday), and Camps, in collaboration with the Technical Director and immediate supervisors• Communicate with parents, guardians, and staff regarding any related inquiries (deadlines, updates, weather cancellations, etc.) via emails and in-person• Inspection of equipment, fields, and the building to be recorded daily in a logbook• Coordinate and supervise staff assigned to Metro Weekends or events. Providing guidance and support as needed. Monitor staff performance, attendance, and punctuality• Create Metro Weekends staff schedules in advance in collaboration with the Micro and Club League Coordinators.• Ensure accurate hours are submitted for all staff on a biweekly basis• Communicate end-of-day procedures to assigned Staff (incl. Canteen Staff and Field Marshals)• Address safety issues promptly and complete incident reports as needed• Other duties as assigned by immediate supervisors and/or the Board of Directors	
JOB REQUIREMENTS: <ul style="list-style-type: none">• Certificate of conduct with a vulnerable sector check• Strong organization and communication skills• Ability to work both collaboratively and independently• Basic understanding of Google Workplace programs (Sheets, Docs, Calendar, etc.)• Willingness to learn and utilize RAMP Interactive on a daily basis• Confident in managing and directing 30+ staff members• First Aid certification may be required, or willingness to obtain certification• Class 05 Driver’s License	