

SCOPE/ROLE DESCRIPTION

Mount Pearl Soccer Association

44 Arena Road, A1N 0J6

Mount Pearl, Newfoundland



POSITION: Micro League Coordinator	
IMMEDIATE SUPERVISORS: Micro League Director, Club League Director, and Technical Director	REPORTING TO: MPSA Board of Directors
<p>The Micro League Coordinator plays a key role in creating a positive and engaging experience for participants and ensuring the program's overall success. This individual oversees the day-to-day activities, ensuring that the program runs smoothly and efficiently.</p> <p>PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Plan and organize all aspects of the Micro League in collaboration with the Micro League Director and immediate supervisors, ensuring the smooth operation and success of the program • Communicate with parents, guardians, and staff regarding program information and respond to related inquiries and concerns via emails and in-person • Collaborate with the Micro League Director on creating and updating teams • Maintain inventory of all gear and equipment • Inspection of equipment, fields, and the building to be recorded daily in a logbook • Prompt and regular communication with the Micro League Director and other immediate supervisors • Coordinate and supervise Micro League staff, providing guidance and support as needed. Monitor staff performance, attendance, and punctuality • Create Micro staff schedules with appropriate breaks according to NL Labour Standards in advance • Ensure accurate hours are submitted for all staff on a biweekly basis • Communicate end-of-day procedures to Micro Staff, Canteen Staff, and Field Marshals • Address safety issues promptly and complete incident reports as needed • Maintain a weekly cleaning and maintenance schedule • Other duties as assigned by immediate supervisors and/or the Board of Directors 	

SHARED ACTIVITIES, DUTIES AND RESPONSIBILITIES:

- Collaborate with the Club League Director and immediate supervisors if required for weekly scheduling of staff for the canteen and field marshaling duties
- Plan, coordinate, and oversee MPSA Kickoff and Super Soccer Saturday events in collaboration with the Club League Coordinator
- May be required to work weekends

May be required to supervise, schedule staff, and/or work events such as Metro Weekends and NLSA Jamborees

JOB REQUIREMENTS:

- 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 or willingness to obtain certification before the start of employment.
- Class 05 Driver's License