



Position Description - Director of Programming - Western-Central NL Region

Title

Director of Programming - Western-Central NL Region

Summary

The role, under CBUSC and with support of NLSA, will have responsibility and accountability for the growth and development of the four member clubs in Western NL. This full time, dedicated role will support both CBUSC priorities, NLSA technical programming and Western NL club activities.

**This job will be co-funded in partnership by the Newfoundland and Labrador Soccer Association and the Corner Brook United Soccer Club.*

Roles and Responsibilities:

- **Administration & Support for CBUSC**
 - a. Manage and oversee the day-to-day operations of the Corner Brook United Soccer Club
 - b. Manage and oversee staff, coaches and volunteers
 - c. Collaborate with CBUSC Board of Directors and represent club in communications with the city
 - d. Oversee payroll timesheets and invoices.
 - e. Support CBUSC fundraising initiatives

- **Technical Support for NLSA**
 - a. Lead and facilitate Grassroot Workshops (Active Start, Fundamentals, Learn to Train, Soccer for Life) for all members/clubs in the Western Region
 - b. Lead and manage a Player Development Program on behalf of the NLSA (ie. satellite NLSA Performance Centre)
 - c. Run 1x Spring/Summer Player Development Camp for each member organization in the region (upon request)
 - d. Plan and execute an introductory futsal event in year #1 (eg. weekend jamboree or similar kick starter event) for youth &/or adults.

- **Competitions Support and Delivery**
 - a. Serve as the primary point of contact for the Western/Central Championship League

- b. Ensure accurate and timely updates of scores and standings in RAMP
 - c. Collaborate with club administrators on game and referee scheduling for Western/Central Championships League
- **Regional Development**
 - a. Serve on the NLSA Competitions Committee
 - b. Serve as a point of contact for clubs in the Western and Central regions and provide support to these clubs to aid in their development and growth.

Qualifications:

The ideal candidate for this position will hold a minimum of a Canada Soccer C license and be willing to pursue a B diploma if required and have completed AS, FUN, L2T, S4L and complete NCCP Core Coach Developer training. They should have a strong understanding of soccer development and programming, as well as experience working with rural clubs and communities. Strong leadership, and organizational skills are essential as well as extensive management experience in sports administration. The candidate should demonstrate a strong understanding of club operations, financial management, and strategic planning, particularly within non-profit, membership-based organizations. The ideal candidate will possess excellent communication skills as the role will involve building and maintaining positive relationships within the association as well as with other clubs, coaches, referees and community stakeholders.

Benefits:

By creating this new position, the Newfoundland and Labrador Soccer Association will be able to better support and develop soccer in Western and Central Newfoundland, ensuring that talent is cultivated and opportunities are accessible across the province, while also providing effective and efficient management of the Corner Brook United Soccer Club. The candidate's extensive experience in sports administration and non-profit associations will prove instrumental in navigating the unique challenges and opportunities presented in this role, ultimately benefiting both the association and the local soccer communities in the Western and Central regions. The Director of Programming - Western-Central region will play a key role in expanding the reach of the NLSA and fostering a love for the game in communities outside the major centers.

Conclusion:

In summary, the creation of the position Director of Programming - Western-Central region will be a significant step in advancing the mission of the Newfoundland and Labrador Soccer Association. By dedicating resources and expertise to the development of soccer in rural areas, we will be able to further enhance the overall soccer landscape in the province and provide more opportunities for players, coaches, and officials in Western and Central Newfoundland.

Salary:

We offer a competitive salary in line with industry and based on experience.

Interested applicants should submit a cover letter and resume to cbminorsoccer@gmail.com using "Director of Programming" as the subject.

We thank all applicants for their interest. Only those selected for an interview will be contacted.