



The Newfoundland and Labrador

SOCCER ASSOCIATION

www.nlsa.ca

Job Title: NLSA Competitions & Technical Coordinator

Position Overview

The NLSA Competition and Technical Coordinator plays a vital role in supporting the delivery and operational execution of NLSA competitions, programs, leagues, and events. This position works with and reports to NLSA's Manager of Competition and Technical Director and closely with NLSA's Technical Coordinator, program leads, and Administrative Personnel to ensure the efficient coordination and smooth operation of both on-field activities and logistical components across the Indoor Performance Centre, Provincial Programs, Leagues, and Tournaments.

Qualifications

- **Coaching Certification:**
 - *Learn to Train* and *Soccer for Life* certification (at minimum)
 - *C License or Diploma* (or willingness to obtain within a defined timeline)
- **Safe Sport Roster:**
 - Criminal Record Check with Vulnerable Sector Screen
 - NCCP Make Ethical Decisions Module and/or Online Evaluation
 - Respect in Sport Activity Leader Program
 - NCCP Making Headway Module
 - NCCP Emergency Action Planning Module
 - NCCP Rule of Two Module
- Degree in Business, Sport Management, Recreation, or a related field is considered an asset
- **Professional Development:** Strong interest in coaching education and the goal of becoming a licensed facilitator

Duties & Responsibilities

1. NLSA Leagues and Special Projects (Logistics & Operations)

- Oversee and help coordinate league operations
- Assist with scheduling and communications
- Manage on-site logistics
- Ensure league policies, rules, and safety standards are consistently followed

2. Rising Stars and Anchor Cup Tournaments (Coordination & Operations)

- Act as tournament coordinator assisting with:
 - Scheduling of games
 - Communication with participating clubs and teams
 - On-site logistics, field setup, and result management
 Overseeing the smooth execution of tournament operations
- Support post-event reporting and wrap-up communications

3. NLSA Soccer Festivals (Coordination & Operations)

- Assist in planning and executing NLSA Soccer Festivals across various locations
- Manage registration processes, festival schedules, and communications
- Support logistics including field setup, signage, and volunteer coordination
- Ensure compliance with Canada Soccer Grassroots Standards during all activities

4. Indoor Performance Centre (On-Field Support & Operations)

- Assist technical staff with on-field training sessions, ensuring all sessions are delivered safely and effectively.
- Support session setup, equipment organization, and player management
- Help maintain a professional and structured training environment

5. Provincial Program Camps (On-Field Support & Operations)

- Support the delivery of on-field sessions during Provincial Program camps
- Assist with registration and camp logistics
- Provide operational support including field setup, equipment management, and communication with coaches and players
- Supports and/or leads delivery of satellite programs across the province

6. NLSA Trials (On-Field Support & Operations)

- Assist in the facilitation and execution of NLSA trial sessions
- Help with organization of player lists, bibs, evaluation sheets, and reporting
- Ensure a professional and inclusive environment for all participants

7. NLSA Coach Education

- Assists and/or leads delivery of NLSA Grassroots Coach Education workshops

Reporting & Structure

- Reports To: Manager of Competitions & Technical Director
- Works Closely With: Technical staff, operations team, event coordinators, and administrative personnel

Work Environment

This position involves both on-field coaching and operational duties, requiring flexibility to work evenings, weekends, and event-based schedules. Travel within the province may be required for festivals, camps, workshops, and tournaments.

What's in it for you?

Impact: We are a dynamic team that's focused on providing a better experience for all involved in the game of Soccer. Everyone's contribution is valued and meaningful.

Meaning: The impact of our efforts leads to quality services for our membership base.

Flexibility: We have a fun, collaborative work environment with flexible work arrangements available.

This is an opportunity for the right individual to help grow our game as part of a committed, passionate, and collaborative team.

Salary: We offer a competitive compensation and benefits package

How to apply: The posting will remain open until a suitable candidate is selected. To apply in confidence please submit your resume and cover letter to Charlie Reid, Executive Director - NLSA at charlie.reid@nlsa.ca