



## Central Queens Clippers Soccer Association

4547 rte. 13 Hunter River, PEI COA 1N0

### Position: 2023 Coaching Director/Tournament Coordinator

The successful participant will be given opportunities to learn and further develop skills associated with the management and administration of a community-operated sports organization including management of the soccer club's annual Youth League Tournament. This individual will work closely with our volunteer Board of Directors to operate various soccer programs for the Central Queens Soccer Association. S/he will be involved in all aspects of club operation including member registration, organization of teams, the recruitment of volunteer coaches. With the help of the PEI Soccer Association, they will plan weekly grassroots soccer activities for players. They will be responsible for organizing goalie and ref clinics and any development programs that we wish to offer.

With assistance from the Board's Tournament Coordinator, they will be responsible for responding to inquiries from coaches and team managers. Registration for the various divisions, and scheduling games for this 3-day tournament with 7 fields planned for the soccer complex. The individual will also be asked to approach local businesses to consider sponsorship and fundraising opportunities to fund the tournament, as well as securing donations for player of the game awards. This individual will also be responsible for preparing information to update the tournament website with pertinent information as the tournament approaches and day-to-day website communication for the overall club, in coordination with the Tournament Coordinator and/or Website Manager. -The individual will organize all resources for the tournament including, field equipment, canteen/BBQ stock, and clubhouse needs, with assistance from the tournament coordinator and club staff. This individual will help with the organization of volunteers to help carry out the pre-existing volunteer duties during the tournament weekend. The individual will develop a year-end tournament report that includes a budget and a detailed closing statement of the yearly tournament. They will also assist in the planning and delivery of end-of-season tournaments for house league players. Set up schedules for playoff practices and games for youth league teams.

*Start and end dates: early May to mid-August Weekly required hours: 40 hours*

*Salary: To be negotiated based on education and experience*

*Apply by April 24<sup>th</sup> 2023*

*via email to CQCSC President Erin MacRae-Forrest [erinmacraeforrest@gmail.com](mailto:erinmacraeforrest@gmail.com)*

*\* This position is funded through the **Post-Secondary Student Program** through Skills PEI, it supports students working 12-14 weeks during summer and entering or returning to full-time post-secondary studies.*