

# Manitoba Soccer Association Inc.

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www.manitobasoccer.ca



## MSA REFEREE DEVELOPMENT MANAGER AND ASSIGNOR

The Manitoba Soccer Association, a not-for-profit provincial sport governing body responsible for the development, promotion, and governance of soccer programs in the Province of Manitoba, is seeking a full time Referee Development Manager and Assignor (RDM/A) to join its dynamic team.

The RDM/A position reports to the Executive Director of the Association to effectively deliver the referee programs and assignment of referees within the Province of Manitoba. The RDM/A will be responsible for:

- Management of the Referee Development Programs such as clinics, recruitment, retention with the goal of increasing the number of qualified referees.
- Coordinating the Referee Assessor and Mentorship Programs.
- Administration of the Referee Instructor Programs.
- Manage the Referee Registration process.
- Prepare required applications for funding opportunities.
- Prepare budget and manage the departments revenues and expenditures.
- Provide referees with technical and administrative support.
- Manage the referee portion of the Association's website and social media.
- Seeking availability of referees for upcoming matches in various competitions.
- Assigning the referees to all levels of competitions.
- Following up with referees on returned assignments and rescheduled games.
- Communicating with referees on an ongoing basis related to assignments.
- Carrying out the administrative tasks associated with assigning.
- Assigning the Referee Assessor and Mentor to the matches.
- Communication and coordination of activities with Canada Soccer.
- Provide the necessary reports as requested by the Executive Director.
- All administrative tasks related to the areas of responsibility.
- Travel within the Province related to the programs.

The successful candidate will possess the following qualifications, experience, and characteristics:

- Post-Secondary Education in Business Administration, Sports Management, Management, or related experience.
- Demonstrated knowledge of the sport of soccer and the Manitoba sport system would be an asset.
- Demonstrated experience in coordinating initiatives and programs successfully.
- Experience as a sport referee or official is an asset.
- Strong interpersonal skills and proven professional conduct.
- Positive attitude towards continually developing and improving the delivery of the Association's programs.
- Ability and experience working with volunteers.

- Highly motivated and strong administration skills.
- Ability to establish effective working relationships with MSA Members as required.
- Proficient skills and experience with online systems, or ability to quickly learn programs.
- Strong computer skills.
- Excellent written and oral communication skills.
- Very attentive to detail, organized, efficient, and excellent time management skills.
- Ability to multi-task, prioritize a variety of tasks and work independently with minimum supervision to meet time sensitive deadlines under pressure.
- Excellent organizational skills and efficiency.
- Ability to excel in a team-based environment.
- Strong interpersonal skills and proven professional conduct.
- Inner passion and drive for the development of the game.
- Positive attitude and a team player.
- Willing to submit a CPIC (Criminal Records) clearance.
- Driver's License and access to a vehicle.
- Ability to work flexible hours, evenings, and weekends, is a must.

The salary will be commensurate with education, experience, and qualifications within a range of \$36,000 – \$43,000 with benefits package and professional development opportunities.

Applications may be submitted by **5:00 p.m. Friday, January 30<sup>th</sup>, 2025** to: PERSONAL AND CONFIDENTIAL - Attention Héctor O. Vergara, Executive Director, Manitoba Soccer Association, 211 Chancellor Matheson Road, Winnipeg, Manitoba, R3T 1Z2, or by e-mail to [hvergara@manitobasoccer.ca](mailto:hvergara@manitobasoccer.ca)

We thank all applicants, but only those selected for the next step will be contacted. No phone calls please. To learn more about the Manitoba Soccer Association please contact our website at [www.manitobasoccer.ca](http://www.manitobasoccer.ca)