

## EMPLOYMENT OPPORTUNITY

### OPERATIONS COORDINATOR

The Winnipeg Youth Soccer Association (WYSA) is a non-profit organization responsible for the planning, implementation and administration of recreational and competitive youth soccer leagues ranging from 9 – 18 year olds, in Winnipeg, Manitoba and surrounding communities. The Association is looking to add a well-organized, dynamic individual that takes initiative to add to its team. The **Operations Coordinator** is a full-time position that reports to the Executive Director to plan, execute, and evaluate events for the Association. The **Operations Coordinator** is also responsible for all of WYSA's social media platforms, while working closely with the Member Organizations to efficiently and effectively administer WYSA programming.

The **Operations Coordinator** is responsible for, but not limited to, the following:

- Develop, plan, and manage new and current events for the Association
- Manage, and report event specific budgets
- Act as the lead coordinator ensuring successful operation, from start to finish, all WYSA events which include the WYSA Challenge Cup Finals, Jamborees, Tournaments, The Mobile Mini Program, and other special events as determined
- Prepare post-event reports including future recommendations
- Management of the Association's website and social media platforms
- All administrative tasks related to the areas of responsibility
- Assist as a league administrator in ensuring successful operation of all WYSA Leagues
- Assist as a registrar administrator utilizing the RAMP Sports Management System to ensure the successful registration of teams, players, and other participants;
- Assist in the preparation for the Association's Annual General Meeting
- Responsible for the preparation of WYSA seasonal demographics
- All administrative tasks related to the areas of responsibility
- Other duties as assigned

The ideal candidate will possess the following experience and characteristics:

- Post-secondary education in Recreation, Sport Management, or a related field would be an asset
- Demonstrated knowledge of the sport of soccer would be an asset
- Experience in an amateur sport organization or non-profit
- Experience interacting with the public in a professional and diplomatic manner
- Experience working with volunteers



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- Ability to multi-task and prioritize a variety of tasks while working independently with minimum supervision to meet time sensitive deadlines
- Ability to establish effective working relationships with WYSA Members
- Excellent organizational, written and verbal communication skills
- Strong computer skills and experience with Microsoft Office applications (Word, Excel, Power Point, and Outlook)
- Strong attention to detail and accuracy
- Possesses a positive attitude to continually developing and improving the delivery of the Association's programs
- Possesses strong leadership qualities
- Available to work weeknights and weekends during peak periods of the year

The annual salary for this position is \$40,000, commensurate with education, experience, and qualifications. This role also includes benefits and professional development opportunities. The successful applicant will be required to complete a Child Abuse Registry Check and Criminal Record Check as a condition of employment.

Applicants are requested to submit a cover letter and resume via email to Scott Dixon at [scott@wpgsoccer.com](mailto:scott@wpgsoccer.com) or by mail to the Association's address noted in the header. The deadline for applications to be submitted is **3:00PM, April 18<sup>th</sup>, 2025**.

For more information about the Winnipeg Youth Soccer Association, please visit our website at [www.winnipegyouthsoccer.com](http://www.winnipegyouthsoccer.com). We thank all individuals who apply for the position, however, only those candidates selected for an interview will be contacted.