



TSA Special Projects Coordinator

PURPOSE

To provide a high quality U8 Festival program by communicating, scheduling, and delivering alongside our member clubs and academies. To assist in the day-to-day operations of Toronto district, be it customer service or administrative support. To be knowledgeable of district run programs and processes.

DUTIES

- Manage the U8 Festival program - create schedule and ensure hosts are following the standard hosting procedures. Facilitate the hosting of the TSA U8 Festival from concept to delivery
- Assist in the processing of player and coach registration books and other administrative duties
- Assist the League Administrator in the completion of TSA League related tasks
- Other duties as assigned
- The successful candidate will work 20-25 hours/week between mid May - August

REQUIREMENTS

- Excellent communication skills
- Highly organized and time efficient
- Knowledge of excel, PowerPoint and highly efficient with modern technology
- Motivated independent work ethic, able to complete tasks from beginning to end with minimal supervision

ADDITIONAL

- Adaptable, with the ability to work in a fast paced, dynamic environment
- Ability to occasionally work non-traditional hours (evenings, weekends as required)
- Energetic and out-going personality
- Background in youth soccer an advantage.

Individuals interested in the above opportunity should submit a resume via email ONLY to Alan Gould, TSA Executive Director: agould@torontosoccer.net. **The deadline for applications is April 30, 2021**

Please note, this position will only be filled if funding is received via the “2021 Canada Summer Jobs” program.