



SASKATCHEWAN SOCCER
ASSOCIATION

Title: Premier Soccer League Manager

Employer: Saskatchewan Soccer Association
Terms of Employment: 8 month Contract (Part-time)
12 hours per week during non-peak periods
(February 23-March 29 and August 1-September 4)
32.5 hours per week during peak periods
(March 30-July 31)

Salary: \$7500.00 for February 23-September 4

Reports to: Coordinator of Member Programs
Consults with: Saskatchewan Soccer Association Districts in Membership

Overall Responsibility: The PSL Manager manages the operations associated with the Saskatchewan Soccer Association's Premier Soccer League (PSL)

Key Responsibilities:

- To maintain League Management
- To perform League scheduling for all team facilities
- To assign referees for all league matches
- To attend PSL meetings and record meeting minutes
- To maintain and update PSL website
- To execute PSL communications to teams
- To manage team rosters database on PSL website
- To provide administrative support as directed by the Coordinator of Member Programs
- To serve as the central communication contact for the membership for all PSL related enquiries
- To facilitate all necessary pre-season preparation (scheduling, field booking, etc)
- To update and maintain the PSL Rules & Regulations as directed
- To advise the Coordinator of Member Programs of any and all disciplinary hearings
- To ensure appropriate positioning and promotion of the PSL brand
- To be present at all PSL Finals weekends and select PSL matches

Qualifications:

- Previous League Management experience (ex. Campus Recreation)
- University degree in Sport Administration, Recreation Administration or similar or working towards the completion of a degree
- Strong sense of customer service
- Excellent organizational skills
- Knowledge with Microsoft Word, Excel, website software, and QuickBooks
- Soccer knowledge (as player, coach, referee or administrator) will be considered a benefit

Special Requirements:

- Ability to work flexible hours

Applications:

Individuals are requested to forward their resumes and interest by Wednesday, February 4, 2009

To: Saskatchewan Soccer Association
Devin Masch, Coordinator of Member Programs
1870 Lorne Street
Regina, Saskatchewan S4P 2L7
Email: d.masch@sasksoccer.com