

JOB DESCRIPTION

Coordinator, Provincial Xcel

Position Title:	Coordinator, Provincial Xcel
Position Term:	Full Time
Location:	Ontario
Reports To:	Sr. Manager, Development & Provincial Xcel

Background:

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 7,200 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer owns and operates the Zanchin Automotive Soccer Centre in Vaughan, Ontario as well operating the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

Position Summary:

This position provides administrative, planning and support required for the successful execution of the High Performance and Talented Pathway programs. There will be an emphasis on implementing policies and procedures and administering talent identification within the OPDL and the Provincial Xcel program.

This position is responsible for assisting the Senior Manager of Development & Provincial Xcel in matters relating to high performance delivery to the membership; inclusive of both the Talented Pathway and Soccer for Life streams

Primary Duties and Responsibilities:

- Implementation of policies and procedures of the Talented Pathway and Provincial Xcel programs
- Attend all OPDL and Provincial Xcel meetings and events and, where necessary, provide support to management staff, committee members and volunteer staff



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- Support the Senior Manager of Development & Provincial Xcel to develop and monitor the annual budget
 - Liaise with external organizations on the logistics for the annual Provincial Xcel competition and events
 - Order, track and maintain new and existing inventory of all Provincial Xcel related equipment
 - Administer the Provincial Xcel Program, including but not limited to, the Talent on Location Day (ToLD) player recommendation process, the Provincial Screening Competition weekends, Provincial Projects, Inter-Provincial competitions, and the quadrennial Canada Games
 - Management of the OPDL & Provincial Xcel Player Management System, player data tracking and databases including the collection and maintenance of all data entered.
 - Manage and oversee the OPDL Technical Staff (Scouts) this includes scheduling, training, support, meetings and other related duties
 - Support, through an evidence-based approach, the development of new strategies for player identification
 - Manage and oversee the scheduling of video capture and game analysis internally or through external service providers as required
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- Develop strong relationships with OPDL Licence Holder staff and engage in continual and effective communication
 - Engage with and support OPDL & Club Licensing staff, as required, to generate relevant data and reports for the Annual Performance Review process
 - Support the development and deployment of surveys, new projects and program planning
 - Manage communication with external stakeholders such as players, parents and coaches.
 - Provide guidance and direction to member Clubs and Districts regarding player detection, identification and selection
 - Support Ontario Soccer events, such as the Ontario Soccer Summit as needed
 - Aid other Development staff with varying areas of responsibility from time to time as assigned

Qualifications:

Education and Experience:

- Post-secondary education in sports management, or other related discipline; or comparable work experience.
- Two or more years' experience in a sport administrative field
- Coaching, Talent Identification and/or Performance Analysis experience and education an asset

Skills and Competencies:

- Strong analytical skills with ability to work with complex & statistical data; identifying trends, visualizing findings and making appropriate recommendations.



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- Highly detailed oriented and comfortable around data and analysis.
- Strong verbal and written communication skills.
- Proficient time management skills with the ability to prioritize projects.
- Proficiency with Microsoft office program suite as well as other applicable program software.
- Proven ability to take initiative where necessary as well as work individually and part of a team.

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity of the soccer community. Ontario Soccer is seeking to provide fair, equitable, and accessible opportunities for all employees and prospective employees. Accommodations during the application process are available upon request.

A Police Check will be required upon selection

Please submit your cover letter and resume with (Coordinator, Provincial Xcel) to:

jobs@ontariosoccer.net

Submission Deadline: Monday August 11th

We thank all applicants for their interest but only those selected for an interview will be contacted.



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