



Coordinator, Valley District Soccer Association (VDSA)

38 Gary Pearl Drive, Kentville, Nova Scotia, B4N-0H4

Phone (902)-678-2426 Fax (902)-678-3602

JOB OPPORTUNITY:

The Valley District Soccer Association (VDSA) seeks a dynamic team builder and creative leader to serve as our **Coordinator** overseeing the development and implementation of strategic and operational planning to improve the experience of soccer enthusiasts throughout the Valley District, as well as users of the Credit Union Rec Complex. Reporting to two volunteer Boards of Directors (1. VDSA and 2. Credit Union Rec Complex), the Coordinator must be a professional with proven management experience and demonstrated ability to collaborate purposefully and effectively with stakeholders and community partners to develop and oversee policies, procedures, strategies and program development that supports the work of the Association and its members. Applicants must be able to work a flexible schedule which will include evenings and weekends. The nature of this role requires the incumbent to be on-call for emergency situations. The successful candidate will be required to complete a Criminal Record / Vulnerable Sector Check as a part of the Terms of Employment.

QUALIFICATIONS:

- The ideal candidate will have a combination of education, management, and leadership experience suitable to manage and administer a sport organization.
- A demonstrated genuine interest in the role of sport and physical activity in the health and wellness of community members is critical. Knowledge of and a passion for the game of soccer is an asset.
- The ability to train, supervise, and motivate staff will be integral.
- The role will require someone who demonstrates superior communication, organizational, and interpersonal skills, who is effective in their work, flexible to changing demands, and can work collaboratively.
- Experience with marketing and fundraising, problem solving skills and critical thinking will be needed.
- Demonstrated skill in the areas of team building, effective decision making, innovative thinking and interpersonal relationships, along with the capacity to work independently is essential.

THE REWARDS:

The VDSA operates as an organization in Mi'kma'ki, the ancestral territory of the Mi'kmaq nation. For over 20 years, the VDSA has been providing Valley residents with an environment that ensures they have every opportunity to pursue their passion for the game of soccer. Our member clubs provide service from the Windsor-West Hants Regional Municipality through the Municipality of the District of Clare. The Credit Union Recreation Complex is an indoor turf facility located in the Town of Kentville. Located only 90 minutes from Halifax in Nova Scotia's beautiful Annapolis Valley, Kentville offers residents an affordable lifestyle, outstanding recreational opportunities, a healthy economy, and the great weather. The VDSA offers a comprehensive benefit package (including health plan), in addition to a starting salary commensurate with qualifications and experience (the salary scale will start at \$45,000.00 per annum).

TO APPLY:

Please submit your cover letter, resume, and professional references. For further information, to submit your application, or to request a detailed job description, please contact Matthew Schurman at matthew@creditunionreccomplex.ca.

Consideration of applications will begin on November 27, 2020

Please be advised that only those invited for an interview will be contacted. The VDSA reserves the right not to fill this position. The VDSA invites applications from all qualified individuals; however, Canadians and permanent residents will be given priority. The VDSA is committed to employment equity and diversity in the workplace and welcomes applications from Aboriginal people, African Nova Scotians, persons with disabilities, visible minorities, women, and persons of any minority sexual orientation or gender identity. Consistent with the principles of employment equity, the primary criterion for appointment to a position is qualifications and professional excellence.