



Position Title: Programs & Special Events Coordinator & Staff Coach  
Position Time: Semi Full Time (20+ hrs a week pending availability)  
Reports To: General Manager, Program lead, Office Manager  
Salary: Based on Experience / Qualifications  
Application Deadline: Will stay open until a suitable candidate is found  
Start Date: Looking for September 1<sup>st</sup> 2025

### **Calgary Villains FC**

Calgary Villains FC is a staple in the Calgary soccer community and a Nationally Licensed Youth Club in Canada. Our amenities and programs support us as one of the leading clubs in the province. We take pride in the quality of programming we offer our members. Our goal and vision as a club is to be recognized nationally for our player development. Calgary Villains FC strives to create an environment that supports all players regardless of ability, enabling as many players as possible to stay involved and play for as long as possible.

Our program's continued growth and success have enabled us to open the Villains Training Facility in 2021, which features a 14,000 sq. ft. free-span turf field, a weight room, team rooms, and much more. In 2024, we opened the Villains clubhouse with 10 team rooms, a team store, a licensed lounge, a rehabilitation clinic, and recovery turf with bikes for our players. In 2025, we will open the Villains Dome, a full-size 11v11 Turf indoor training and game complex, making it one of two clubs in Calgary with a year-round, full-field-covered space in the city.

Programs & Special Events Coordinator & Club Coach

Start Date: September 1, 2025

Average Hours: 20+ Hours per week (subject to seasonal fluctuation)

Salary: Commensurate with experience

### [Educational & Coaching Qualifications](#)

- Completion of NCCP certifications in Active Start, FUNdamentals, and Learn to Train is considered an asset
- Plans to register into C License within 12 months of accepting the position
- Completion of the CSA Safe Sport Roster, including:
  - Making Ethical Decisions
  - Making Headway
  - Respect in Sport (Activity Leader)
  - Rule of Two

- Safe Sport
- Keeping Girls in Sport
- Valid Vulnerable Sector Police Check
- In good standing with all relevant governing bodies
- Proficiency in Microsoft Office 365 suite

## Position Overview

This dual-role position combines administrative coordination with on-field coaching responsibilities. While administrative duties, such as managing registration systems and communications (e.g., Demosphere), are ongoing, most of the work will involve interacting with our players, coaches, and parents. Workload will vary throughout the year depending on seasonal programming.

## Key Responsibilities

### Skills & Festivals Coordinator (U7–U9)

- Plan and lead Skills Centre training sessions
- Organize and oversee festival game day sessions (CMSA and in-house)
- Ensure alignment with Canada Soccer's Long-Term Player Development (LTPD) framework
- Foster a fun, inclusive, and developmental environment
- Coordinate "Drop-In Games Nights" during CMSA summer breaks
- Mentor youth coaches working in festival age groups

### Administrative & Registration Support

- Work closely with the Office Manager to manage player and coach registration via Demosphere
- Monitor eligibility and resolve registration issues for each season
- Ensure database accuracy and timely processing of documentation
- Supporting club coach database and working on helping coaches achieve eligibility

### Communications Liaison

- Serve as a bridge between administrative staff and program leads
- Facilitate communications via email, TeamSnap, and other platforms
- Assist with newsletters, parent education nights, and stakeholder community engagement

### Player Development (U7–U12)

- Coach a club team within the Development Plus stream (U10–U13)

- Provide feedback and support for club games coverage and player evaluations as needed
- Participate in assessments and player selection sessions

### Events, Camps & Community Engagement

- Support the planning and delivery of:
  - PD School Day Camps, Summer, Winter, and Spring Break Camps
  - Club-wide social events, Jamboree festivals and daytime school soccer programs
  - Walking Soccer and community-based outreach programs

### League1 Game Day Operations ( April-Aug)

- Assist the Game Day Coordinator in executing home game logistics, meals and fanbase experience
- Organize and oversee volunteers
- Ensure smooth operations for visiting teams and spectators

### Volunteer Coordination

- Support the Office Manager in scheduling and communicating with club volunteers
- Utilize Sign-Up Genius and follow up on commitments
- Provide operational support during events, assessments, and activities at the Villains Dome

### Tournament Coordination (Additional stipend available per event)

- Organize and execute future club-hosted tournaments (beginning Fall 2025)
- Compensation includes performance-based bonuses based on tournament size and success metrics

### Additional Duties

The Club Technical Director or General Manager may assign other responsibilities. All additions will be approved in collaboration with the Program Coordinator prior to implementation.

### Work Schedule & Time Off

Scheduled Time Off:

- Winter Holiday: December 23 – January 2 (unless otherwise required for club events)
- March Break: March 24 – March 31
- Summer Break: 10–14 consecutive days between July or August

Additional Leave: Time off exceeding three days during active programming must be approved by the General Manager

## Standard Expectations

- Evening, weekend, and holiday availability required
- Occasional travel for tournaments or out-of-city club games
- Ability to work independently and collaboratively within a dynamic environment
- Ability to work both in the office, home and pitch

Expression of Interest should include:

1. Career CV & Cover letter
2. Team(s) you would like to coach
3. Preferred Start Date

Applications will be accepted until a successful candidate is found. Applications must be emailed to [office@villainsfc.ca](mailto:office@villainsfc.ca) & [calvinc@villainsfc.ca](mailto:calvinc@villainsfc.ca) with subject line : **Programs & Special Event Coordinator**

We thank each applicant for taking the time and effort to prepare their CV & Letter; however, only candidates to be interviewed will be contacted.

Anyone not approved to work in Canada or who does not have a valid police background check in the vulnerable sector will not be able to apply for this position.