



## **Job Posting: District Scheduler**

**Posted Date: February 7, 2018**

**Closing Date: February 15, 2018**

**Start Date: March 1, 2018**

The District Scheduler role is a part time position with the Tri-Cities Youth Soccer Association. The core responsibility is to manage the district schedule as well as coordinate with the BCCSL (BC Coastal Soccer League).

For more information, please see the list of duties below.

### **Key Responsibilities (include, but not limited to)**

- Reporting to the TCYSA board and accountable to the TCYSA Board of Directors
- Create and manage any district based schedules for any age group
- Coordinate team placements with BCCSL
- Work closely with BCCSL scheduling chief to be the conduit for the district
- Work with club schedulers to provide information on all schedules
- Be the primary district contact for spring leagues

### **Knowledge and Skills**

- Able to work independently and in a team environment
- Capable with Excel, Word and other MS Office products
- Is familiar with GotSoccer scheduling program

**Type of Position: Part-Time**

**Employment Type: Contract**

**Compensation: to be determined based on experience**

**Please send a cover letter and resume to [chair@tricityyouthsoccer.ca](mailto:chair@tricityyouthsoccer.ca)**