



TECHNICAL MANAGER JOB DESCRIPTION

POSITION TITLE: Technical Manager

POSITION TERM: Permanent Full Time

LOCATION: Calgary, Alberta, Canada

REPORTS TO: Executive Director

DIRECT REPORTS: Technical Programs Coordinator, Referee Development Coordinator

BACKGROUND

The Calgary Minor Soccer Association (CMSA) represents 31 Member Clubs and is the largest sport organization in Calgary, providing year-round soccer for youth ages 7–19. Each year, more than 32,000 players and 2,100 teams participate in CMSA programs supported by over 4,000 volunteers.

CMSA is responsible for setting the technical direction and competition structure for youth soccer in Calgary through league scheduling, tournaments, coach education, referee development, and collaboration with community partners to grow the game.

MISSION

Dedicated to leading the development, organization, and promotion of soccer opportunities that enable all participants to reach their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

This exciting leadership role will help shape the future of soccer in Calgary and positively impact more than 35,000 players, coaches, referees, volunteers, and community stakeholders.

As a member of the CMSA Management Team, the Technical Manager provides leadership in advancing player, coach, and referee development pathways through high-quality programs, leagues, and technical initiatives that strengthen both the quality and quantity of soccer participation across the Calgary ecosystem.



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Working closely with Member Clubs and stakeholders, the Technical Manager will develop and implement a comprehensive Technical Plan aligned with the CMSA Strategic Plan, guiding the evolution of CMSA leagues, coach education, referee development, and inclusive programming to ensure a development-focused soccer experience for all participants.

The role will also support the continuous improvement of CMSA leagues and programs, including initiatives that increase participation and retention among girls, equity-deserving groups, and athletes requiring adapted programming.

The Technical Manager will play an important leadership role in helping set the tone, pace, and culture of the organization. The position is expected to serve as a role model for professionalism, collaboration, and innovation while advancing a shared vision for the development of soccer in Calgary. Through strong leadership and engagement with Member Clubs and the broader soccer community, the Technical Manager will help guide the continued evolution of the game across the city.

The successful candidate will be a well-organized and collaborative professional who embraces innovation and represents CMSA with professionalism, integrity, and diplomacy.

This is an in-office, permanent full-time position (38 hours per week), and can include evening and weekend work.

KEY RESPONSIBILITIES

TECHNICAL LEADERSHIP AND PATHWAYS

- Lead the development and implementation of the CMSA Technical Plan that aligns player, coach, and referee pathways across the Calgary soccer ecosystem, using CMSA leagues as the primary vehicle for implementation. The plan will establish a clear vision and culture to evolve, innovate, and grow the game, while advancing the current CMSA technical framework into grassroots and league structures aligned with Canada Soccer (CS) standards through collaboration with the membership.
- Integrate strategies within the CMSA Technical Plan that support the growth and retention of girls and women in soccer, including pathway development, coach and referee recruitment, and leadership opportunities.



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- Identify and pilot innovative approaches to player development, league structure, and coach education that improve the quality and accessibility of soccer programming in Calgary.
- Support the ongoing implementation and maintenance of the Canada Soccer Club Licensing program in collaboration with Alberta Soccer.
- Lead the development of evaluation frameworks and performance metrics to monitor, assess, and continuously improve CMSA player, coach, and referee pathways.
- Lead the collaboration between professional club pathways within Calgary, maximizing opportunities for CMSA players, coaches, and referees.

LEAGUE & PROGRAM DEVELOPMENT

- Ensure CMSA leagues and programs provide a positive, development-focused player experience aligned with long-term player development principles.
- Develop and recommend league and competition formats, including game formats, rules, and policies, that support player development, create appropriate competition environments, and promote long-term engagement in the game.
- Lead the team placement process for CMSA leagues and support league operations where necessary and directed.
- Design, oversee, and maintain inclusive and adapted soccer programs (e.g., Cerebral Palsy Program and other adapted initiatives) that expand access to soccer for equity-deserving groups across Calgary.
- Identify and implement strategies that increase participation and retention among other equity-deserving groups, including girls and newcomers.
- Oversee the delivery of CMSA's *Soccer in Schools* and *Sport Hub* initiative, building partnerships with schools and clubs to increase youth participation while creating accessible entry points into the Calgary soccer ecosystem and ensuring high-quality delivery and coordination.

CLUB DEVELOPMENT

- Collaborate with stakeholders to advance CMSA strategic priorities, including participation growth, inclusive access to soccer, and long-term player development.

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- Establish and maintain a rhythm of regular communication, workshops, and/or presentations to the membership regarding CMSA programming.
- Develop a solid working relationship with the Technical Staff of the Member Clubs, Alberta Soccer, and City of Calgary.
- Be a leader, resource, and mentor for technical staff of Member Clubs.

COACH EDUCATION

- Organize Canada Soccer coach education opportunities for the membership and where possible, facilitate the education.
- Develop coach education materials focused on modern soccer training design principles to further support the membership and coaches.
- Promote and support the development of female coaches through targeted education opportunities and mentorship.

MATCH OFFICIAL DEVELOPMENT

- In alignment with the Technical Plan, develop and implement strategies to recruit, develop, mentor, and retain match officials within the CMSA ecosystem.
- Promote and support the development of female match officials through targeted education opportunities and mentorship.
- Oversee the delivery and evaluation of the Teal Shirt Campaign, Mentorship Program, and other match official initiatives.

GOVERNANCE & LEADERSHIP

- Contribute to the seasonal review and development of CMSA Rules & Regulations, policies, and standards that support a positive soccer culture.
- Develop and manage the annual technical department budget and ensure responsible stewardship of resources.
- Train, motivate, and evaluate staff delivering technical programs.
- Foster a positive and collaborative working culture among CMSA staff and Member Clubs.



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- Establish and lead committees, as required, to support technical priorities and advance the game.
 - Represent CMSA on relevant committees and working groups, as directed.
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EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Post-secondary education in sport management, education, kinesiology, or a related field, or an equivalent combination of education and experience.
- Canada Soccer B License/Diploma is required. Learning Facilitator (LF) designation and/or Canada Soccer A License will be considered assets.
- At least 4 years' experience in a technical role with a sound understanding of LTPD and the Canada Soccer pathway for both males and females.
- Experience in strategic planning, developing technical plans, and linking the two.
- Experience supervising staff, coordinating technical teams, or leading volunteer committees.
- Experience designing or implementing technical programs, player development initiatives, or league structures within a youth sport environment.
- Experience developing inclusive soccer initiatives that support participation among girls, equity-deserving groups, or athletes requiring adapted programming would be considered an asset.
- Experience working within youth competition structures and understanding league design, competition formats, and player development environments.
- Proven leadership experience and the ability to influence and relate to others through strong presentation and communication skills.
- Strong analytical skills with the ability to identify trends and use data and emerging technologies (including AI-enabled tools) to inform recommendations and decision-making.
- An aptitude for innovation and creativity, with the ability to translate strategic ideas into actionable initiatives and leverage emerging technologies to enhance technical



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development and program delivery, while being approachable, diplomatic, reliable, and trustworthy.

- Successful track record of prioritizing and meeting deadlines.
- Understanding of CMSA programs and the soccer governance structure in Alberta and Canada, including the role of Alberta Soccer and Canada Soccer, would be considered an asset.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

FINAL NOTE

This job description indicates the general nature and level of work expected in the position. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the individual. The individual may be asked to perform other duties as assigned from time to time. The successful candidate will be required to produce a cleared ePIC, including vulnerable sector search, and complete any staff training as a condition of employment.

APPLICATION AND INTERVIEW PROCESS

We offer a competitive salary and vacation time, comprehensive benefits, and annual professional development opportunities. Salary will be commensurate with experience and qualifications.

If you're ready to make a meaningful impact on the soccer ecosystem, we want to hear from you. Please submit your resume and a cover letter outlining why you would be a great addition to our team and community, along with your salary expectations to cbruneau@calgaryminorsoccer.com. **All applications will be held in strict confidence.**

We are currently accepting and reviewing applications as they are received. The position will remain open until the right candidate is found.

CMSA thanks all applicants for their interest in this job posting, and those selected for an interview will be contacted within 5 business days.