



Job Posting: Umpire Scheduling Coordinator

Mississauga Southwest Baseball Association (MSBA)

Position Overview

The Mississauga Southwest Baseball Association (MSBA) is seeking an *Umpire Scheduling Coordinator* to support the efficient onboarding and scheduling of officials for our baseball games. Reporting to the Umpire-In-Chief, who is a member of the MSBA Board of Directors, this role is essential to the success of the Umpires program and its operations.

Key Responsibilities

The Umpire Scheduling Coordinator will:

- **Onboarding New Officials:** Facilitate the onboarding of new officials into the scheduling system and ensure proper set-up for the 2025 season.
- **Database Management:** Maintain the database of officials, ensuring all contact information is complete and accurate.
- **Game Scheduling:** Input and manage the master schedule of games and assign officials based on their certification levels.
- **Schedule Amendments:** Adjust assignments to accommodate changes such as official availability, inclement weather, or other factors.
- **Payroll Support:** Produce periodic game summaries for umpire payroll processing.
- **Communication:** Communicate expectations, needs, and schedule updates effectively with officials, coaches, convenors and others as required.
- Provide other support to the umpire program as required

Qualifications

The ideal candidate should have:

- Comfort and familiarity with online software. Experience with scheduling platforms is an asset.
- Availability to begin training with the online scheduling system as of March 1st, 2025.
- Real-time availability from approximately **May 1st to September 30th** to address time-sensitive scheduling matters.
- Strong communication skills to clearly convey expectations and address scheduling needs with officials.
- A general understanding of baseball rules and operations.
- Use of a cellular phone

Compensation

This is an honorarium-based position, with an annual honorarium of **\$4,500 CAD**. This honorarium will be paid in four installments from May-August.

How to Apply

If you are interested in this opportunity to contribute to the success of the MSBA Umpires program, please submit your application, including your qualifications and any relevant experience, to

Adam De Caire
MSBA Secretary and Umpire-In-Chief
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647-998-4235

Join the MSBA and help ensure a successful baseball season for our community!