



SHUSWAP YOUTH SOCCER ASSOCIATION

Position Announcement

08.19.2019

POSITION: Operations Manager

DEADLINE FOR APPLICATIONS: Monday, September 16, 2019

SUBMIT COVER LETTER & RESUMÉ TO: boardchair@shuswapsoccer.com

SHUSWAP YOUTH SOCCER BACKGROUND:

Established in 1972, Shuswap Youth Soccer Association (SYSA) is a non-profit community soccer association based in Salmon Arm, BC. The mission of Shuswap Youth Soccer Association is to promote, develop, and oversee, the game of football in the Shuswap region. Our organization has an open participation policy that encourages the development of youth players in the game of football in the Shuswap Region aged 3 to 18 - current roster of approximately 1,100 players. The Club promotes excellence in soccer by providing a challenging and development-focused environment from novice to premier levels. We value our community by bringing together people from different communities to play soccer, volunteer in community sports events and simply to socialize as they enjoy the health and wellness benefits of this great game.

We demonstrate by our actions the ideals of good sportsmanship, fair play, respect to ourselves and those around us, respect for the facilities provided, and fully support the athletes and referees.

POSITION DESCRIPTION:

The Operations Manager is responsible for leading all aspects of the Club's operations to ensure that programs and activities are efficient, effective and meet the needs of members. The Operations Manager will be the face of the organization within the soccer community and the key liaison with SYSA stakeholders including the Board of Directors, committees, members, athletes, coaches, volunteers, other soccer organizations and external partners. The Operations Manager is involved in a range of coordinated activities, and supervises other employees and contracted service providers.

This is a full-time position with non-traditional hours, weekend work and and some travel as necessitated by the soccer season or professional development opportunities.

Relationship to the Board:

The Operations Manager:

- Attends Board Meetings and provides a written monthly report.
- Works with the Board to develop strategic / business / operational plans.
- Manages day to day Club operations in accordance with Board direction and policy.
- Administers the funds of the organization according to the approved budget and applicable funding agreements.
- Manages the risk, health and welfare of SYSA's members, property, data, finances, image and implements measures to control risks.
- Helps to develop Board meeting materials, summary reports and recommendations.
- Ensures implementation of Board decisions.

Relationship to other Soccer Organizations / Public:

The Operations Manager:

- Represents the Club in a variety of situations and forums.
- Is our primary contact with Thompson Okanagan Youth Soccer League and BC Soccer.
- Is a liaison with other Clubs on organizational and administrative matters.
- Is a Club contact for public enquiries.

Relationship to Members:

The Operations Manager:

- Responds to complaints and other enquiries in a timely manner.
- Participates in disciplinary hearings and provides recommendations.
- Liaises with all Board committees and working groups, and assists where necessary.
- Coordinates and assigns volunteers.
- Supports volunteer members in the organization of special events.

Relationship to other Service Providers:

The Operations Manager:

- Supervises all service contractors, ensuring they undertake their duties and responsibilities, and have the necessary resources to do so.
- Administers service contracts and signs-off on invoices submitted for payment.
- Undertakes periodic performance reviews and monitors performance, reporting to the Board as needed.
- Provides advice on, and direction around Board policy, process and communications.
- Works with service providers to ensure timely and clear communications with Club members. (i.e. communicates on their behalf).

FINANCIAL AND ADMINISTRATION:

The Operations Manager:

- Works directly with the SYSA Treasurer and bookkeeper to ensure smooth operations of financial transactions.
- Is not a signing authority.
- Works with the Secretary and others to manage documents and systems, including legislative requirements applicable to the Club.



QUALIFICATIONS:

We are looking for candidates with experience in leadership and management - ideally from within a community or not-for-profit organization that delivers programs through a large volunteer base. Applicants should have a broad knowledge of, and passion for community youth sport. The successful candidate shall possess the following:

- Advanced education and/or combination of formal education, training and professional development and work experience in a related field.
- Passion for providing superior customer service by understanding and responding to membership needs.
- Demonstrated ability to think strategically, problem solve, and implement and evaluate action plans.
- Excellent and effective interpersonal and relationship building skills.
- Effective Communicator: clear and effective written and oral communication, and effective team management skills.
- Demonstrated ability to effectively prioritize tasks, assess situations, and make timely, clear decisions.
- Experience with not-for-profit fiscal management, including accounting and budgeting, fundraising, and sponsorship.
- Passion for Sport! Shows a passion for soccer (and all sports) and its positive impacts on the health and wellbeing of kids and adults, and it's importance in community building.

Successful candidates must provide a clear Criminal Record Check including a vulnerable sector search.

Resumes and cover letters may be submitted in confidence to SYSA President, Kari Wilkinson at: boardchair@shuswapsoccer.com.

Compensation will be based upon experience and qualifications; and will be comparable to other Thompson-Okanagan soccer organizations.

We thank all applicants, however, only those selected for an interview will be contacted.

