

JOB POSTING

Manager, Policies and Procedures

Position Title: Manager, Policies and Procedures
Position Term: Full-Time
Location: Vaughan, Ontario
Reports To: Senior Manager, Operations

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is searching for talented and ambitious team members who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 650 Clubs and Private Academies servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders. Ontario Soccer also operates League1 Ontario, a provincial professional - amateur men's and women's league, as well as the Ontario Player Development League (OPDL).

An overall goal of Ontario Soccer is to assist with the development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage community involvement at all levels.

Position Summary:

The Manager, Policies and Procedures is part of a highly motivated team providing support and guidance to soccer clubs, District Associations and internal departments within Ontario Soccer from a Policy and Procedural perspective. Emphasis is on providing prompt, clear direction to all levels of soccer governance through Policy and Procedural interpretation, as well as ensuring compliance of Ontario Soccer's mandates through the management of the organization's discipline, appeals, dispute resolution, complaints and registration processes.



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Primary Duties and Responsibilities:

- Provide council on Ontario Soccer's Governing Documents in the area of:
 - Interpretation of current Policies and Procedures
 - Manage the Annual revision and maintenance of Governing Documents: By-Laws, Policies, Procedures and resource documents in these areas.
 - Manage the process of change request regarding Policies and Procedures
- Support the Senior Manager, Operations with the insurance programs for Ontario Soccer through:
 - Insurance guidance to District Associations and Clubs
 - Evaluation of Ontario Soccer's insurance needs in consultation with brokers and present results of consultation for approval on a cyclical basis
 - Assist in managing the process of lawsuits resulting from insurance coverage
- Collaborate with the Senior Manager, Operations in supporting District Administrators:
 - District Administrator workshops, events and communications
 - Support the organization and execution of the District Administrator Workshop at the Annual Ontario Soccer Summit
- Manage the operations and execution of the Annual General Meeting
 - Preparation of meeting notices, presentations and overall execution of the Annual General Meeting.
 - Management of the nominations and elections process in addition to the voting structure
- Oversee Ontario Soccer processes related to:
 - International Transfers and Reinstatements and Inter-Provincial Transfers, in cooperation with Reception and Office Administrator
 - District invoicing related to Discipline
 - Discipline and Appeals Programs; Certification courses, data management and resource development.
 - Liaison and staff resource to the Discipline and Appeals Committee
 - Dispute resolution processes
 - Harassment and complaint processes

Qualifications and Required Skill Sets:

Experience:

- A minimum of two years in a customer service field with an emphasis on consultative and relationship management

Education and Professional Designations:

- University degree or college diploma in Business Development, Physical Education, Recreation or a related discipline



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Skills and Competencies:

- Ability to lead and collaborate with staff and volunteers
- Knowledge of the Ontario Soccer and Canada Soccer structure of governance
- A comprehensive understanding of the issues facing sport in Ontario and how they impact on the game of soccer in the Province
- Proven ability to work on own initiative and as part of a team to achieve set goals
- Demonstrable work with and to motivate volunteers
- Excellent organizational, verbal and written communication and presentation skills
- Confident, flexible and personable approach.
- An ability to influence at all levels of the game
- Diplomatic, reliable and trustworthy
- Ability to work flexible hours, including weekends, including extensive travel throughout select regions
- Computer literate in all Microsoft Office programs

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

Please submit your cover letter and resume and submission requirements (with Manager, Policies and Procedures as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Wednesday, September 20, 2017 at 5:00 pm

We thank all applicants for their interest but only those selected for an interview will be contacted.



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