

# OAKVILLE SOCCER CLUB JOB POSTING



**Position: Executive Director**  
**Position Type: Full-time Permanent**  
**Starting Date: TBD**  
**Application Deadline: May 31, 2020**

## OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults. Proudly working with over 1,200 volunteer and professional coaches each year, the Club strives to promote a culture of development, inclusivity and positivity. A consistent leader within amateur soccer and sport, OSC is an active member of Ontario Soccer and the provincial soccer community, and is a Canada Soccer National Youth Club Licence holder.

The Oakville Soccer Club believes that everyone should have the opportunity to play the sport of soccer and as such provides a wide array of programming for all age groups and abilities, and provides over \$75,000 annually to player registrations through the Club's Fee Assistance Program. OSC is proud to maintain a strong relationship with the Town of Oakville as well as numerous corporate and community partners, and strives to create meaningful relationships to strengthen the community landscape. The Oakville Soccer Club's top priority is providing value to our membership and creating a positive soccer experience for our members, stakeholders and our community.

## POSITION OVERVIEW

The Oakville Soccer Club is inviting applications for the position of Executive Director. The Executive Director is responsible for the successful leadership and management of the Oakville Soccer Club per the strategic direction set by the Board of Directors (Board).

- Identify, assess, inform and make recommendations to the Board on internal and external issues that affect the Club
- Foster effective teamwork across the President of the Board, the Board, the Executive Director and staff
- Maintain and develop the OSC's image and reputation, and protect and develop OSC's brand
- Represent OSC within the soccer community and develop working relationships with OSC membership
- Work within the Board's strategic direction, develop and implement strategies for operational management and development to meet agreed upon performance goals within budgets and timelines
- Support the growth of OSC, including proper day-to-day financial oversight

The Executive Director implements the Club's Strategic Plan and oversees the day-to-day operations in a manner consistent with the vision, mission, and values of the organization. Accountable to the Board of Directors and working within the by-laws, policies, and procedures of the organization to achieve the priorities of the Strategic Plan, the Executive Director leads a dynamic team of full-time, part-time, and volunteer staff in a fast-paced, service-oriented sporting environment.

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## REPORTING RELATIONSHIP

The position reports to the Board of Directors.

## AUTHORITY

Within such limits as established by the President and within the normal operating procedures and policies of the OSC, the Executive Director, using sound business judgment, is empowered within the stewardship and accountability for their area of responsibility.

## ROLES AND RESPONSIBILITIES

The Executive Director is responsible for the following areas:

### *Leadership, Communications & Public Relations*

- Supports and is directly involved with development of Vision, Mission, Values, and Strategic Plan.
- Promotes and maintains organization's profile and serves as the public face of the organization.
- Develops annual operational plan and budget to achieve the priorities of the Strategic Plan for approval by the Board of Directors.
- Ensure that the programs and services offered by OSC contribute to the organization's mission and reflect the priorities of the Board.
- Establish good working relationships and collaborative arrangements with community groups, sponsors, municipal, provincial and federal politicians, and other public organizations to help achieve the goals of the organization.
- Oversees branding, marketing, communications, public relations strategies and initiatives.

### *Program Planning & Management*

- Oversee the planning, implementation and evaluation of OSC's programs and services and other special projects.
- Maintain understanding of key market drivers, issues and carry out market research and membership surveys.
- Develops the technical vision and underlying philosophy as part of the Club's Technical Development Plan aligned with the principles of Long Term Player Development.
- Ensures that Key Performance Indicators and measurement frameworks are put in place to measure progress and adjusts strategies and plans for continuous improvement.

### *Operations Management*

- Ensure that the operation of the OSC meets the expectations of its members, Board and other stakeholders.
- Propose and draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure activities meet organizational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Ensure that files, documentation and information are securely stored and privacy/confidentiality is maintained.

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- Ensure all website content is current, follows usability industry standards, builds association brand and clearly states the association's programs and value propositions.
- Manage and control departmental expenditure within agreed budgets.
- Working with OSC's senior leadership team, identify and evaluate the risks to the organization's members, finances, and image and implement measures to control risks.
- Ensure that the Board and the Club carry appropriate and adequate insurance coverage.
- Oversee the proper application of OSC's Harassment and Privacy policies as approved by Board.

### *Board Relations and Reporting*

- Operates the organization in alignment to Executive Limitations.
- Provides reports to Board of Directors monthly and/or as required.
- Monitor and report on activities and provide relevant management information to the Board.
- Lead all reporting preparation for the OSC Annual General Meeting.
- Attends all meetings of the Board of Directors and Committees, as required.
- Acts as a resource to the Board of Directors to ensure decisions are made on an informed basis.
- Keeps Board of Directors informed (on a timely basis) of significant issues affecting the organization and the development and delivery of programs and services.
- Additional duties related to the management and operations of the organization as prescribed by the President of the Board of Directors.

### *Human Resources & Staff Management*

- In consultation with Board of Directors, develops organizational structure.
- Works with OSC senior leadership team to determine appropriate staffing for delivery of programs and services.
- Oversees the implementation of human resources policies, practices and procedures as approved by the Board.
- Establishes and promotes a positive, safe, healthy corporate / team environment.
- Recruits, selects, supervises, and evaluates all staff and volunteers either directly or indirectly.
- Ensures that staff receive the appropriate OSC orientation and training.
- Follows the performance management process for all staff including ongoing performance monitoring, coaching and mentoring to improve performance, and conducting annual reviews.
- Disciplines staff, implements performance improvement plans and release staff when appropriate using legally defensible procedures.
- Creates and implements development plans and succession plans for key staff and volunteer positions.

### *Financial*

- Work with the Club's Director of Finance and the Finance Committee to prepare a comprehensive budget.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound book-keeping and accounting procedures are followed.
- Prepare monthly income statements and balances sheets for the Finance Committee and Quarterly Reports for the Board.
- Oversee the successful Audit of the OSC annually.

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## QUALIFICATIONS

### *Education & Work Experience*

- University / College degree in a suitable discipline (e.g. Business Administration, Human Resources, Finance/Accounting, Sport Administration/Management, Recreation and Leisure)
- 7+ year of progressive management experience in a community-based/non-profit/volunteer sector

### *Knowledge, Skills and Abilities*

- Knowledge of leadership and management principles as they relate to community-based/non-profit/volunteer organizations; understanding of not-for-profit governance structures.
- Knowledge of federal and provincial legislation application to voluntary sector organizations and ability to navigate government relationships effectively.
- Knowledge of current challenges and opportunities relating to the mission of the organization
- Experience in staff management and development, including leadership, mentorship, and coaching, to motivate staff to provide excellent customer service and improve productivity.
- Proven consultative skills and strong interpersonal skills, including the ability to network and communicate internally and externally are essential for this high-profile position.
- Information systems capabilities and an appreciation for the data which will be required to make meaningful management decisions
- Strong decision making and conflict resolution skills.
- Knowledge of financial management and revenue development.
- Understanding of the Canada Soccer system is an asset.

To apply, please send your resume complete with covering letter to the Hiring Committee at [executivedirectoropportunity@oakvillesoccer.ca](mailto:executivedirectoropportunity@oakvillesoccer.ca). Applications will be accepted until Sunday, May 31, 2020.

The Oakville Soccer Club is an equal opportunity employer. If you require an accommodation for the recruitment/interview process, please let us know and we will work with you to meet your needs.

The Oakville Soccer Club thanks all applicants in advance for lodging their interest, but advises that only those being invited for formal interview will be contacted.