



Prince George Youth Soccer Association (PGYSA) is seeking a Club Manager.

With over 1600 registered players, PGYSA is the largest soccer association in central British Columbia that is responsible for delivering youth soccer programs for ages 3-18 and providing coaching development and referee training. Exclusive to PGYSA, soccer programs are offered year-round at the Outdoor Rotary Soccer Fields and the Indoor Turf Soccer Facility.

General Overview

Reporting to the President of the PGYSA, the Club Manager will administer and carry out the day-to-day operations of the organization, provide direction and oversight to the delivery of the current Soccer Programs based on the CSA's Long-Term Player Development Model (LTPD), and recruit, hire, train, supervise and release the PGYSA Staff and PGYSA Contractors in accordance with the PGYSA Human Resources Policies and Procedures. The Club Manager will work irregular hours to carry out and complete his/her duties most efficiently.

Responsibilities

Business Operations

- Maintain the assets of the organization to efficiently and economically conduct the business to operate its programs and provide services.
- Identify resources needed and account for expenditures
- Seek grants, sponsorship funds, and other new revenue streams
- Create and manage the budget that provides sustainable year end model matching revenue to programming and capital needs
- Attend monthly Board of Directors meetings and act as an Ex-Officio member on all Standing Committees, Program Committees and Work Groups
- Provide professional expertise to support the Board of Directors on fulfilling its function
- Assist the Board of Directors with policy development, establishing implementation procedures and identifying gaps in policies and procedures
- Represent and promote PGYSA in the community and on social media
- Build relationships and supporting partnerships within the community

Strategic Planning

- Collect, analyze and discuss information about external environment and current competition
- Initiate strategic thinking with the Board of Directors, set the questions and issues and actively participate in the discussion
- Develop proposals to the Board of Directors for critical decision and major resource allocation
- Translate critical strategic decisions into a set of priorities, objectives and resource actions to execute the strategy
- Develop operational plans, review plans to ensure consistency with mission and priorities and present plans to the Board of Directors for review
- Undertake actions consistent with the plan, including adjustments to account for external change and unintended outcomes
- Ensures resource and leadership is in place, monitor execution and make changes in execution or plan depending on outcomes

Soccer Programming

Program Development

- Maintain required records and reports of program implementation
- Identify improvements of the current program structure, areas for program expansion, and new program development
- Evaluate program achievements, report to the Board of Directors on results, and provide feedback
- Implement new programs and services
- Provide the expertise for player, coach and soccer program development
- Chair the Soccer Development Committee

Volunteer Coach Development

- Follow the PGYSA Volunteer Coach Mentorship Program and make changes in execution depending on outcomes
- As a BC Soccer Facilitator, certify coaches in the Community Sport Stream
- Support the implementation of a recruitment strategy for coaches led by the Senior Staff Coach
- Develop and maintain a Technical Resource Library of session manuals
- Member of the Volunteer Engagement Committee

Staff Coach Development

- Identify training and development needs for Staff Coaches to increase their certification capacity
- Develop and maintain a Staff Coach performance management program
- Oversee the Staff Coach performance reviews conducted by the Senior Staff Coach

Player Development

- Follow the current LTPD Model to foster player development
- Provide local opportunities for House players
- Arrange high-performance opportunities for the Select players
- Build relationships with post-secondary institutions to provide collegiate soccer opportunities for high school graduating youth soccer players

Core Competencies & Attributes

- Managerial skills: administration; organization; leadership; verbal and written communication; decision-making; resource management; software and computer proficiency
- Strategic planning; proactive; creative problem solver; big picture focused; team player
- Community oriented; excellent interpersonal skills; approachable; reliable; demonstrates integrity

Qualifications & Experience

- Business Management diploma or degree; or 5+ years business/people management experience
- Experience with the Long-Term Player Development (LTPD) Model and the elite soccer pathway
- B Provincial Soccer Coach Certification; or working towards it
- BC Soccer Facilitator; or eligible to become certified
- BC Soccer Technical Director Diploma; or eligible to become certified
- Clear Criminal Record Check

PGYSA is open to providing a development pathway for the right candidate. If you think you are the right fit for the Club Manager, please send a resume and a cover letter demonstrating your skills and abilities and how you will promote PGYSA's interests and carry out the described duties.

Salary to commensurate with experience; PGYSA offers a benefits package and incentives

Apply to: Kerrie Secor president@pgysa.bc.ca