

Operations and Academy Support Coordinator

General Club Description:

Vancouver United FC is one of the largest soccer clubs in Western Canada with over 3000 youth players ranging from the ages of three through to seventeen, as well as a number of adult teams. We are a community-based soccer club built on the following three pillars:

The Game - Providing the best soccer experience by adopting leading practices in player, coach and referee development across all youth and adult age categories, skill levels and gender.

The Club - Achieving club sustainability, growth and excellence through efficient, effective and inspired leadership and management.

The Community - Making a difference in soccer and in our community by engaging member families and our volunteers through outreach, collaboration with other clubs and partnerships and promotions with like-minded individuals and organizations.

Position Summary:

An exciting full-time opportunity is available within Vancouver United FC for an “**Operations and Academy Support Coordinator**”. Our club is seeking a highly organized, detail-oriented, energetic, customer service focused, and proactive professional for this front line position. The position reports to the Club Manager and is responsible for ordering and managing all club uniforms and equipment; ensuring all field/gym permits and fields are maintained and prepared for games; scheduling game referees; maintaining field equipment boxes and all club storage facilities; and assisting in various club programs (e.g., Active Start, Academy, evaluations), functions, general administrative and registration duties as required.

Staff and Volunteer Relationships:

The position works collaboratively with the Member Services and Registration Coordinator, the Communications and Events Coordinator, and the Technical and Academy staff. As well, the position works closely with volunteers in the development and delivery of specific activities and responsibilities.

Specific Responsibilities:

- Manage the purchase, storage, inventory, distribution and recovery of all club uniforms and equipment.
- Manage club field and gym permits.
- Ensure fields are equipped and set-up for games and practices, including storage boxes, field lining, goals/nets, etc.
- Manage all club storage facilities to ensure that equipment and uniforms are effectively stored, distributed and inventoried.
- Manage referee scheduling and payment.
- Recruit and train field liners.
- Support the technical staff in the delivery of various club programs, such as the Academy, Active Start and evaluations.
- Recruit and train club volunteers to assist as required in the delivery of position responsibilities.
- Assist club officials and staff in the delivery of operational programs and strategic initiatives as required, including preparation of information, coordinating or assisting with registrations, attending meetings, recording minutes, etc.

- Create and/or update documents to support consistent procedures and policies.
- Assist in the management of the office and provide assistance on club matters as required.

Candidate Profile:

Experience and Specific Abilities:

- Experience in ordering, organizing, managing and distributing material goods such as club uniforms and equipment.
- Experience in working with databases and computer-based programs.
- Experience in working with volunteer parents, youth, and paid staff.
- Experience in composing routine and non-routine correspondence, and possessing strong oral presentation skills.
- Experience in working in a non-profit environment would be an asset.
- Experience in working in an office environment.
- Experience in developing and implementing operational procedures and policies.
- Proficient in Microsoft Office applications (e.g., Word, Excel and PowerPoint).

General Profile:

- Able to establish and maintain effective working relationships with colleagues and the Vancouver United FC membership (e.g., volunteers, parents, players, coaches, referees, etc.) while supporting the overall structure and philosophical strategy set out by the Board of Directors.
- Possess project management skills and business acumen, with the ability to monitor timelines and development plans required to achieve goals and responsibilities.
- Commitment to delivering high standards of customer service and appropriate experience.
- Ability to think innovatively, strategically and critically, have excellent judgment and be comfortable working in a changing environment.
- Exceptional organizational and prioritizing skills.
- Must be a strong team player, and willing to play a supportive role to co-workers as required.
- Able to work independently and maintain confidentiality.
- Passionate about sport, preferably soccer.

Education and Other Requirements:

- Willing to submit to CPIC (Criminal Records) clearance.
- Possessing a valid drivers licence and access to a vehicle.
- Fluency in written and spoken English.
- Expectation to work some weekends or evenings.
- Able to lift equipment and boxes.
- Post-secondary diploma, certificate or degree in sport administration and/or business administration (or related field) would be an asset.

Remuneration:

- The position's remuneration will be based on a competitive sports industry salary commensurate with experience.

Application:

- Interested applicants should submit their resume, cover letter and salary expectation range to Vancouver United FC by July 25, 2017, to the attention of Peter Delaney, Club Manager, at peter@vancouverunitedfc.com.