

**REFEREE SCHEDULER
(Contract Position)**

General

Established in 1904, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators, and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

Safe Sport Statement

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in.

The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved.

Position Summary

The Referee Scheduler (part-time contract) role reports directly to the Referee Program Manager and is responsible for scheduling of referees in university, USDA, WPSL, Provincial Competitions, Provincial Program, the BC Soccer Premier League, League One BC and other matches as required.

As a key member supporting refereeing, the Referee Scheduler reflects the governing principle of service; contributing to the development of operational and tactical plans designed to serve the BC Soccer vision, mission, and values.

Vision Statement

Positive soccer experiences

Mission Statement

Promote, develop, and govern soccer in British Columbia

Values

Inclusive — all can participate and unite in soccer in British Columbia

Safe — committed to safe and respectful soccer in British Columbia

Excellence — lead and progress soccer in British Columbia

Collaborative — deliver soccer with members and stakeholders in British Columbia

Accountable to: Referee Program Manager

Internal relationships: Relates directly with the entire staff team and board members of BC Soccer.

External relationships: Member Youth Districts, Member Adult Leagues, Member Clubs, Referee Instructors, Referee Assessors, Vancouver Whitecaps FC, Canadian Soccer Association, Provincial Soccer Associations, BC Soccer Premier League, BC High School Sports, BC Games, Sport BC, BC Colleges and Universities (and leagues), provincial multi-sport organizations, and overall participants in soccer.

Specific Responsibilities:

- Actively contribute and work towards objectives as outline in the strategic direction and operational plan of the Association
- Works with all department staff members to support initiatives
- Maintains a strong customer-focused approach when working with the Association’s membership and soccer community, ensuring effective communication with Districts, Leagues, Clubs, and general participants by promptly responding and advising on inquiries, including but not limited to;
 - General member inquires
 - General refereeing related inquiries
 - Assisting referees with the online registration program
 - Inquiries from member/affiliated Head Referees and/or Referee Schedulers
- Responsible for referee scheduling including but not limited to;
 - College/University assignments per agreements
 - Cross-Member integration programs
 - BC Soccer Provincial Championships
 - Scheduling of mentorships / assessments
 - Reconciling related expense forms
- Various special duties as assigned by the Manager of Referee Development
- Continually looks for opportunities to promote improve referee activities including development programming and delivery

Required Knowledge, Abilities, Skills, Training, Experience, and Education

General (Required)

- Proficient in Microsoft Office Application (Word, Excel, and Outlook).
- Exceptional organization and prioritizing skills.
- Able to work independently and in a team environment while maintaining confidentiality.
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Clubs, Districts, etc.) while supporting the overall structure and philosophical strategy set out by the British Columbia Soccer Association.

- Able to represent the British Columbia Soccer Association as required, including traveling inter provincially / nationally / internationally should it be required.
- Willing to submit to CPIC (Criminal Records) clearance.
- Fluency in English.
- Passionate about soccer.
- Experience in an office working environment.

Job Specific (Preferred)

- A minimum of 5+ years' experience in Refereeing.
- Experience scheduling referees.
- A minimum of 2 years' experience in a coordinator position.
- Experience in a non-profit working environment, preferably at the club, region, or provincial level.

Remuneration

The position is an approximate 12-month contract (with the desire to be extended for the correct candidate), commencing in August 2021 (ideally) with a competitive hourly rate based on experience and the requirements of the role that is ideal to augment other employment/contract(s). The position offers varying flexibility of hours based on the time of the year with an average of 20 to 25 hours per week.

Application

Interested applicants should submit their resume, cover letter and salary expectation range to BC Soccer to the attention of Chris Cerroni, Director of Soccer Development at feedback@bcsoccer.net (email subject: Referee Scheduler).

Application will be received until the role is filled.

Only those selected for an interview will be contacted.