



REFEREE DEVELOPMENT OFFICER SCHEDULE A

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 Development Officer reports directly to the Referee Programs Manager and is responsible in supporting the delivery of Referee development activities and initiatives of the organization, including education, programs, and resources and workshop/events. As well as directly supervising the Referee Assigners/Schedulers with their yearly scheduling responsibilities.

As a key member of staff, the Referee Development Officer 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 Programs Manager

Internal relationships: Relates directly with the Referee Programs Manager, and with the other members of the soccer development department. As well as the entire staff team and board members of BC Soccer.

External relationships: Member Youth Districts, Member Adult Leagues, Member Clubs, Referee Instructors, Referee Assessors, Head Referees, 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 soccer development objectives, specifically related to officiating, as outlined in the strategic direction and operational plan of the Association.
- Maintains a strong customer-focused approach when working with the Association's membership and soccer community, ensuring effective communication with all referee personnel in the BC Soccer community, Districts, Leagues, Clubs, and general participants by promptly responding and advising on inquiries, including but not limited to:
 - General member inquiries
 - General refereeing related inquiries
 - Assisting Referees with the online registration program/software
 - Inquiries from member/affiliated Head Referees and/or Referee Assigners/Schedulers
- Supports the delivery of the day-to-day operation of all Referee development programming including but not limited to:
 - Referee Upgrade Program
 - Referee Provincial Program
 - Instructor/Assessor Program
- Responsible for supervising the group of Referee Assigners/Schedulers for various levels of competition including but not limited to:
 - College/University assignments per agreements
 - Cross-Member integration programs per agreements
 - BC SPL, Provincial Program, Whitecaps (Youth) & League 1BC
 - BC Soccer Provincial Championships
- Support various BC Soccer Committees as assigned
- Attend Member meetings as needed (Youth/Adult Forms, BC Soccer AGM, etc.).
- Various special duties as assigned by the Referee Programs Manager.



- Continually looks for opportunities to promote improve referee activities including development programming and delivery

Required Knowledge, Abilities, Skills, Training, Experience, and Education General (Required)

- Demonstrated proficiency in the use of common technology and computer platforms (MS Office).
- 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, Referee Community, 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)

- Post-secondary degree in sport administration and/or business administration (and/or equivalent amount of experience in a related field).
- A minimum of 5+ years' experience in Refereeing.
- 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 will include full benefits and a competitive sports industry salary commensurate with experience.

Application

Interested applicants should submit their resume, cover letter and salary expectation range to BC Soccer to the attention of Kyla Di Perna Referee Programs Manager, at feedback@bcsoccer.net

Application will be accepted and reviewed until suitable candidate found and position filled.