



**Judicial Case Manager
Contractor Position**

POSITION RESPONSIBILITIES

General

Established in 1907, 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.

Position Summary

An exciting opportunity has arisen within BC Soccer at its Vancouver office. BC Soccer is seeking a highly organized, detail-oriented, energetic, customer service focused, and proactive professional for the position of “Judicial Case Manager”.

The Judicial Case Manager is a contract role with the Association to coordinate and support all judicial and discipline related activities of the organization including but not limited to BC Soccer ethics and discipline, protests, and appeals and formal complaints. This position reflects the governing principle of service designed to serve BC Soccer vision, mission and values and contributes to BC Soccer’s commitment to foster a safe and inclusive environment for all participants.

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: Manager of Member Services

Internal relationships: Relates directly with the entire staff team, board members, the independent Judicial Chair and Appeals Chair of BC Soccer and the independent judicial panel members.

External relationships: Member Youth Districts, Member Adult Leagues, Member Clubs; Individual Association Members, panel members, the general public and any other individuals in the judicial process.

Specific Responsibilities:

- Actively contribute and work towards objectives as outline in the strategic direction and operational plan of the Association, specifically relating to judicial and discipline activity.
- Works with all department staff members to support initiatives
- Support and coordinate all BC Soccer judicial activities:
 - Ethics, discipline, protests, appeals, formal complaints
 - Member guidance/support ○ Monitoring of the Discipline System
 - Coordination of meetings including panel members and hearings ○ Workshops and material development
- 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 specific to judicial.
- Supports the continued development of BC Soccer bylaws, rules, regulations and policies and judicial procedures.
- Support the independent Judicial Chair and Appeals Chair as needed.
- Attends Member meetings as needed (Youth/Adult Forms, BC Soccer AGM, etc).
- Other duties as assigned
- Responsible for establishing Discipline and Appeal Panels including appointing one member as Chairperson.
- Conduct a preliminary review and assess against applicable policies and the Judicial Code.

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

General

- Commitment to delivering high standards of customer service and appropriate experience to demonstrate this.
- Excellent organization and prioritizing skills with the ability to work within tight timelines
- Excellent interpersonal skills
- Proficient in Microsoft Office Application (Word, Excel, PowerPoint, Publisher and Outlook).
- Able to compose routine correspondence, including strong oral presentation 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, Leagues etc.) while supporting the overall structure and philosophical strategy set out by the British Columbia Soccer Association.
- Willing to submit to CPIC (Criminal Records) clearance.
- Fluency in English.
- Passionate about sport, preferably soccer.
- Experience in an office working environment.

Job Specific

- A minimum of 2 years experience in a non-profit working environment, preferably at the provincial sport organization level.
- Ability to work flexible hours including evenings and weekends as needed.

Remuneration

- The position is a 12-month contract (with the desire to be extended for the correct candidate), commencing in September 2021 with a competitive hourly rate between \$20 - \$23 per hour.
- 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 Gabriel Assis, Director of Operations at feedback@bcsoccer.net (email subject: Judicial Case Manager). Application will be received until **September 14, 2021**.

BC Soccer thanks all applicants however ONLY those selected for an interview will be contacted.