



## **VUFC Academy Manager**

**Offered to:**

**Start date:** April 1st, 2026

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Vancouver United FC shall be referred to as the “Club”, the Vancouver United FC Technical Director, Executive Director and Director of Operations shall be referred to, respectively, as the “TD”, the “ED” and the “DO”

This is a part-time employee position reporting to the TD.

**Position Summary:** The position reports to the TD and is responsible for providing leadership and/or support for all the programming listed here. The successful candidate will be a permanent part-time employee at the Club. Hours will vary depending on workload but the position requires weekend and evening work regularly.

**Salary:** \$26,000 - \$30,000 annually plus \$50 to \$60 per hour for on-field work as described below. Payment in lieu of benefits equal to 1.5% of annual salary (this includes hourly pay accrued) payable on the last paycheque of the calendar year. The position also pays \$500 annually towards the maintenance of a home office and \$50/month towards the cost of a cell phone that must be provided by the Academy Manager. \$300 towards parking expenses will also be provided annually. A laptop will also be provided. This remains the property of the Club and has to be returned when work with the club ceases due to resignation or termination.

**Staff and Volunteer Relationships:** The position works collaboratively with the Technical Leads, DO, and the ED. As well, the position works closely with volunteers in the development and delivery of specific activities and responsibilities.

## **Academy Manager duties**

### **VanU Skill Centre**

- Program lead working in conjunction with TD for Spring, Fall & Winter sessions
- Responsible for the invitation & open registration process
- Responsible to provide curriculum, session plans, distribution of session plans and staffing coordination in collaboration with TD

- Coordination and administration for game days vs other clubs in collaboration with TD
- Coordination and administration for any future jamboree series the club enters
- Coordination of equipment getting to sites
- Coordination of Grouping (per age group)
- Academy kit distribution
- Coordination of filming session for CSA Annual review (if necessary)
- Responsible to collect Talent Identification data for the top 20 players from FK & SK TL and report to the TD for final approval of selection for invitation
- Plan to expand Skill Centre to location east of Main Street in collaboration with TD

### **VanU Development Academy (Mondays & Friday)**

### **Shooting & Finishing Academy (Mondays & Friday)**

### **Small Sided Games Academy (Friday)**

### **Goalkeeper Academy (Mondays & Friday)**

### **Memorial Turf (Eastside Academy)**

- Schedule to align with yearly permits in collaboration with DO
- Staffing of all Academy programming (subject to TD approval)
- Kit distribution
- Determine player groups for each program
- Responsible for creation, implementation and distribution of curriculum and session plans as directed by TD (work closely with GK lead on Goalkeeper Academy curriculum)
- Coordination of equipment getting to sites as well as banners & tents

### **Staff scheduling**

- Schedule staff coaches for all Skill Centre and Academy programming
- Work with Asst TD to schedule all VTS sessions
- Work with TD and SK Technical Lead to schedule SK staff
- Work with TD and FK Lead to schedule FK staff
- Create live program specific staff schedules as well as a Master Schedule so each can be shared appropriately with TL's
- Ensure staff designated by TD always get priority for hours on any and all programs
- Send all completed staffing modules to the TD for approval

## **Tournaments**

- Coordination for tournaments where we are entering Skill Centre and Academy teams into tournaments (up to four tournaments per year; anything in excess will result in conversation around additional pay)
- Any on-field work is paid at the agreed rate by TD based on budget
- Coordination and administration of 2 day Futsal tournament Richmond Oval in collaboration with TD, ATD, ED, DO and Futsal Richmond lead

## **Cascadia**

- Coordination for tournaments where we are entering Skill Centre and Academy teams
- Any on-field work is paid at the agreed rate by TD based on the budget

## **Description of additional duties (paid hourly at \$50/hour)**

### **Academy**

- All coaching at Academy programming including Skill Centre

### **Skill Centre Program**

- Set up and takedown of all signage, tents and additional equipment coming from storage locations away from the field
  - Payment for this will be based on 60 minutes of work for each day the work is done at Skill Centre

### **Evaluations**

- Work as an evaluator in Phase 3 on-field Evaluations

Submit your CV and a short cover letter to  
VUFC Technical Director Gus Karvelis at [gus@vancouverunitedfc.com](mailto:gus@vancouverunitedfc.com)

*This position will remain posted until filled. Thank you in advance for applying.  
We will only be contacting candidates that we intend to interview.*

## **Other considerations**

### **Personal Development:**

Vancouver United FC would financially support the future coaching pathway, according to Club policy, pursuant to the course(s) and/or materials being approved by both the TD and ED.

### **Criminal Record Check (CRC):**

A current CRC and Vulnerable Sector Check must be provided to the Club and be up to date at all times.

### **Non-Disclosure.**

You acknowledge that during your work with the Club, confidential information of the Club will be disclosed to you and that any unauthorized disclosure of such information to third parties or use other than for the Club's purposes could cause extensive harm to the Club. For the purposes of this agreement "Confidential Information" of the Club means and includes: any and all trade secrets, confidential, private or secret information of the Club including without limitation: (i) business and financial information of the Club, (ii) business methods and practices of the Club, (iii) marketing strategies of the Club, and (iv) such other information as the Club may from time to time designate as being confidential to the Club. Confidential Information will not include information that is in the public domain, or information that falls into the public domain, unless such information falls into the public domain by disclosure or other acts by you, or through your fault.

You undertake with the Club that you will not, during your employment with the Club or at any time thereafter, without prior written consent being given by the Club, either directly or indirectly, utilize on your own behalf or on behalf of any other person, non-profit organization or company (a "person") or divulge to any other person, except as required by the terms and nature of your employment with the Club, any Confidential Information, and you shall use your best endeavours to prevent the unauthorized disclosure or publication of such information. Any breach of privacy legislation may result in termination of your contract.

### **Force Majeure.**

Neither party shall be liable for any failure to perform its obligations where such failure is a result of an extraordinary event or circumstance beyond the control of the parties, such as: any pandemic, epidemic, riot, war, terrorism, governmental order or regulation, direct or indirect labour disturbance including strike, lockout or slowdown, or damage to facilities.

**Remuneration:**

- \$30,000 annually paid in monthly installments for “Duties covered by monthly retainer.” This will increase to \$32,000 after completion of three month probation period.
- \$50 per hour for other on-field coaching not covered in “Duties covered by monthly retainer”
- Transport, set up and take down of signage, banners, etc at all Skill Centre programming: \$40 per hour to a maximum of 90 minutes per day.
- Note that BC SPL team work is covered by a separate agreement and hourly rate is \$60 per hour

**Dates for payment:**

All employees are paid twice a month on the 15th and the last business day of the month. All payments for work based on an hourly rate during the month worked, will be transferred via Telpay direct payment on the 15th of the following month subject to the employee submitting all necessary information for payment as directed.

**Termination without cause:**

The Club and/or Employee can terminate the contract without cause by giving 30 days notice in writing.

**Termination for Cause.**

The Club may terminate this agreement and your employment at any time for cause without notice and without payment of any compensation, either by way of anticipated earnings or damages of any kind.

**Termination due to suspension of play**

In the event of any inability to play soccer due to limitations imposed by civic, provincial or federal government bodies related to, but not limited to, public health issues such as a pandemic this contract can be terminated and/or delayed by the Club with no notice or compensation.

**Entire Agreement.**

This agreement constitutes the entire agreement between you and the Club with respect to your employment and cancels and supersedes any prior understandings and agreements between you and the Club hereto with respect to your employment. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express, implied or statutory, between you and the Club other than as expressly set forth in this agreement. No amendments to the agreement will be enforceable by either party unless such amendments are in writing and must be signed and agreed to by the Club.

If you agree with the above, please sign both copies of this letter in the presence of a witness and return one copy to the Employer.

Regards,  
Gregor Young,  
Executive Director  
Vancouver United Football Club

I have read, understand and hereby voluntarily accept the terms outlined above.

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Gregor Young

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_