



BC Coastal Soccer League

General Manager (Contractor Position)

Formed in 2018, the **BC Coastal Soccer League** (BCCSL) currently comprises over 1200 teams and over 20,000 youth soccer players from Metro Vancouver, Sea to Sky, Sunshine Coast and the Fraser Valley regions. The BCCSL provides and facilitates quality competition for all youth players, from Under 11 to Under 18, while at the same time supporting the development of players, coaches and officials.

Position Summary

The BCCSL is seeking a **General Manager** to manage the day-to-day operations of the League. In addition to being a highly motivated sport administrator, the ideal candidate should be a respectful leader and excellent communicator.

Required Skills, Attributes, Training and Experience

- A commitment to delivering a high standard of customer service, with experience to demonstrate this.
- Excellent organizational and prioritizing skills, with the ability to work within tight timelines and achieve critical path milestones.
- Excellent interpersonal skills.
- Outstanding time management skills.
- Strong communication skills, including the ability to compose routine correspondence, as well as strong oral presentation skills.
- The ability to work independently with minimal supervision and oversight.
- Able to establish and maintain effective and respectful working relationships with internal and external stakeholders, including but not limited to League Board, other contractors, League members.
- Willing to submit to CPIC (Criminal Records) clearance.
- Fluency in English.
- Ability to work flexible hours including evenings and weekends as required.
- Passionate about sport, preferable soccer.
- Experience in competition management.
- Experience in the local soccer community is not required but preferred.

Specific Responsibilities

- Oversee all administration and operations of the BCCSL, including but not limited to registration, scheduling, scorekeeping/statistics, judicial/discipline, and competition management. This includes supervision of other BCCSL contractors, including but not limited to:
 - League Scheduler
 - Discipline Manager
- Provide advice and guidance to the BCCSL Board of Directors as an active member, as well as any other ad hoc committees that might be convened at the Board's discretion.
- Act as the primary contact for all BCCSL member districts and clubs.
- Facilitate communications through direct email to league member districts and clubs, as well as through league website and social media channels.
- Develop match schedules for league play, league cup and Coastal Cup.
- Develop league operating rules and regulations for approval by the BCCSL Board of Directors.
- Manage BCCSL website and social media channels, including maintenance and updates.
- Logistics planning and oversight of all events under the jurisdiction of the BCCSL, including but not limited to League Cup and Coastal Cup.
- Implementation and monitoring of the annual league approved budget in collaboration with the BCCSL Treasurer.
- Liaise with external stakeholders as required, including BC Soccer Association and the BC Premier Soccer League, regarding matters of mutual concern.
- Attend BCCSL Board of Director meetings.
- Actively contribute and work towards the goals and long-term success of the BCCSL.

Contract Terms

- The position is a twelve (12) month contract commencing on May 1, 2023.
- The position offers varying flexibility of hours based on the time of the year, averaging approximately 20-25 hours per week.
- Remuneration to be paid monthly.

Application

Interested applicants should submit their resume, cover letter and remuneration expectation range to hire@bccysl.ca, no later than **Friday, March 17, 2023**.

The BC Coastal Soccer League thanks all interested applicants; however, only those selected for an interview will be contacted.