

# Winsloe Charlottetown Royals FC

## Job Opportunity

### Position: Executive Director

#### Overview

##### *Administrative and Operational*

The Executive Director is responsible to support the Board of Directors in the management and administration of operations, programs and facilities, provide direction and leadership to full and part time staff, and generally promote the values and vision of the Club while working on the Club's mission.

#### Key Duties and Responsibilities

##### *Administrative and Operational*

- Oversee all registration related activities (on-line and in-person).
- Assist with recruiting, screening and supporting youth coaches and managers.
- Update, maintain and market the main website and tournament website.
- Organize mini and U11 programs and coaches.
- Facilitate the affiliation of senior teams with the Club.
- Assist with planning and operating the annual tournament.
- Assist the registrar with preparing and submitting (July 31st) final rosters to the PEI Soccer Association.
- Assist in the pursuit of sponsors and other opportunities to raise funds through community outreach.
- Liaise with the City of Charlottetown, PEI Soccer Association and other clubs concerning registration, fields and facilities.
- Facilitate field bookings for games, practice sessions, camps, etc.
- Respond to or redirect phone calls and e-mail messages in a timely and professional manner.
- Supervise, direct and lead all other staff positions.
- Manage canteen operations including coordinating volunteer help and managing inventory.
- Manage, maintain and refresh jerseys and equipment and related inventory records.
- Attend meetings of the executive and board of directors.
- Sit on committees and perform all other sundry duties as required.

## **Knowledge, Skills and Other Requirements**

### *Administrative and Operational*

- Computer skills with working knowledge of standard Microsoft Office software (Word, Excel, PowerPoint).
- Outgoing personality with strong verbal and written communication skills.
- Knowledge of public relations, marketing and fundraising in a non-profit environment.
- Excellent time management and organizational abilities.
- Business training at the community college or university level (or an equivalent combination of relevant training and experience).
- Willingness and flexibility to accommodate a variable work schedule.
- Conscientious and dependable work ethic.
- Valid drivers license and access to vehicle as required.
- Current (within 3 months) and clear criminal record check and vulnerable sector check.

### *Soccer Coaching/Technical (NOT mandatory job components)*

- Experience as a competitive player or coach.
- Coaching certification for mini and/or youth levels.
- On-field ability to run camps, tryouts, jamborees and other such activities.

## **Hours**

April to September: 20 to 25 hours per week (mostly based at clubhouse)

October to March: 10 to 20 hours per month (home based)

## **Hourly Rate**

Hourly rate of pay will be in the \$16 to \$18 range commensurate with experience, education, expertise and other attributes.