



BURLINGTON SOCCER CLUB

3390 SOUTH SERVICE ROAD, SUITE 104, BURLINGTON ON L7N 3J5
905.333.0777 + WWW.BURLINGTONSOCCER.COM

Position Title:	Manager, Soccer Operations
Type:	Full time, Salary
Location:	Burlington, ON
Reports To:	Director of Soccer
Start Date:	TBD
Remuneration:	\$52,000 – 60,000

BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 9,000 youth and adult soccer players and is one of the largest soccer clubs in Ontario. The BSC is home to the Burlington Bayhawks and is proud of its competitive team successes over the years, which includes 44 provincial championships and 13 national championships. The Club holds a Canadian National License, Ontario Provincial Development League (OPDL) License, and League 1 Ontario (L1O) Franchise.

POSITION SUMMARY

As part of the BSC Technical Staff and reporting to the Director, Soccer, this position is responsible for providing operational leadership and administrative support to the Technical Department.

Manager, Soccer Operations is a full-time position responsible for the coordination of all technical programs within the club consistent with Canada Soccer's direction for National Youth Club licensing. This position will support the development of a unified soccer family where the needs of the player are always put first; ensuring every player has the best chance to reach their full potential whether that potential is playing recreational soccer or being called up for Canada.

PRIMARY DUTIES & RESPONSIBILITIES

External Administration

- Liaise with governing bodies (CS, OS, PHSA, League 1)
- Monitor compliance of clubs' programs, player, and coach development curriculum with OS LTPD guidelines and Canada Soccer's requirements for National Youth Club License holders
- Manage communication between Club programs/teams and League management
- Responsible for final submission of any OPDL/NYCL assessment and action plans
- Participate in outside activities judges as appropriate and approved by the Executive Director and Director of Soccer to enhance the prestige of the Club
- Broaden the scope of the Club by fulfilling public obligations as a participating member of the Burlington Community, where needed
- Work with the Club's Director of Soccer to ensure effective communication between the Club and participating families

General Administration

- Lead and impact the quality of the Club's services, ensuring maximum membership satisfaction
- Work alongside and support the Executive Director and Director of Soccer with annual reports
- Support Program Managers with other general tasks, as required
- Administer the Club's policies as defined by its Executive Director
- Attend administrative meetings and workshops when required and submit reports to Director of Soccer with necessary information



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- Technical connect meeting minutes

Club Administration

- Ensure compliance with District, Regional, OPDL, I-Model, and League 1 operational rules
- Manage the registration of players and team officials (card processing, etc.)
- Manage all permit processing at PHSA (exhibition games/travel permits/tournaments)
- Manage Rep and OPDL team payment requisitions and submit to the Director of Finance in a timely manner
- Oversee and reconcile all Rep and OPDL Team accounts and payments alongside Program Managers
- Oversee E2E system for all OPDL teams including development rosters alongside Program Managers
- Oversee and ensure accurate records of all Player and Coach information and licensing
- Support any game day rosters changes/requests made by teams alongside Program Managers
- Coordinate scheduling of all home games in collaboration with Program Managers
- Train and oversee intern recruitment, management, appointments, and training/onboarding alongside Program Managers
- Complete training and review processes with all coaches/managers of these teams to ensure compliance with league rules alongside Program Managers
- Work with the Equipment and Gameday Operations Coordinator in the creation, management, and sustainability of all equipment and Gameday processes

Technical

- Ability and licensing to take on additional coaching/trainer roles in the evening within the Clubs' technical programs a preferred asset
- Ability to play within the Clubs' League 1 program a preferred asset

EXPERIENCE & SKILLS

- Post-secondary education in sport management or business administration (or equivalent)
- Proficient, diplomatic, tactful, resourceful, flexible, and dependable
- Strong management and leadership skills with a focus on mentoring and assisting Programs and Team Managers
- Respect in the Workplace and Respect in Sports for Activity Leaders (valid certification)
- Experience in providing strong administrative leadership to all stakeholders of the game of soccer (coaches, players, parents, administrators)
- Exceptional communication (written & verbal) skills are essential for this high-profile position
- Knowledgeable with conflict resolution and mediation skills, always leading with a diplomatic approach
- Well-developed skills in creating exciting and engaging presentations and public speaking
- Valid and current Ontario Driver's License
- Must be able to allocate and prioritize effectively according to Club's needs and stakeholder priorities

Information provided by candidates for these positions will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.



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As a member of the BSC Team, this position requires a police background check and clearance with respect to persons working with vulnerable persons. All applicants must have authorization to work in Ontario.

BSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members of our Club.

Candidates requiring accommodation to participate in the hiring process should contact Samantha Stewart at sstewart@burlingtonsoccer.com.

Expressions of interest, accompanied by a cover letter and resume, will be accepted until filled, and sent confidentially to: slammie@burlingtonsoccer.com.