



General Manager – Job Description and Duties

Summary: The Club is seeking to hire a General Manager to be responsible for leading all administrative aspects of EGSC's operations to ensure that programs and activities are efficient, effective, and meet the needs of club membership. This includes player and team registration, assessment of future staffing opportunities and program delivery models, marketing, communications to the Club's membership, revenue generation and facilities management to support Technical Staff, maintain retention and motivate volunteers.

Responsibilities:

- Implement initiatives in management and organization that contribute to the long term operational excellence of the club, as directed.
- Develop, organize, implement and manage all programs (recreational (youth and senior), competitive, indoor and outdoor) operated by the Club

Club Operations

- Develop, organize, administer, and manage the day-to-day activities of the Club programs (both indoor and outdoor), including but not limited to player and team registration, field management and scheduling, volunteer management, registration procedures, uniforms and equipment procurement and distribution, and team assignment.
- Develop, organize, administer, and manage all competitive teams/programs operated by the Club including but not limited to league registration, field management and scheduling, volunteer management and education, and staff management
- Develop, organize, administer, and manage all recreational outdoor programs run by the Club including but not limited to league registration, field management and scheduling, volunteer management and education, and staff management
- Develop, organize, administer all Club special projects and events including but not limited the camp program, festivals and competitive tournaments, photo day, end of Season events
- Assist in the acquisition, permitting and payment of all required indoor and outdoor facilities
- Create, manage and coordinate referee recruitment, retention and game schedules with Head Referee
- Manage the registration process, utilizing an online registration system and in person registration.
- Liaise with online registration companies to ensure ease of use and industry trends are met.



- Create, administer and activate the Club/team sponsorship program, including but not limited to, acquisition of sponsors, support of current sponsors and renewal of sponsors each season.

Human Resources

- Recruit and hire staff as required and approved by Board of Directors within the financial budget
- Negotiate, write and manage employment contracts
- Approve and ensure payment of all employees in accordance with employment contracts
- Ensure compliance with all employment workplace regulations is met and all applicable source deductions are managed appropriately.
- Provide staff development and education opportunities when required.

Governance

- Maintain an accurate and up-to-date listing of all Club members
- Maintain and update, as required, governance documents, including but not limited to, Club Constitution, Rules and Regulations, By-Laws
- Oversee organizational insurance policies
- Ensure that all vulnerability screening for coaches are completed, as required
- Design, document and manage processes for maintaining administrative and governance records, including AGM and Board of Director meeting minutes.
- Prepare, disseminate and schedule all activities relating to the Annual General Meeting
- Prepare and distribute reports for each board meeting as requested by Secretary
- Ensure Membership Application to the York Region S.A. is completed and submitted annually
- Represent the interests of the Club members involved in those programs to the Board of Directors

Financial

- Plan and present an annual marketing and communication strategy to the Board of Directors and maintain the strategy
- Prepare and monitor the annual budget with oversight from the Treasurer and Board of Directors
- Produce regular financial reporting & specific reports as requested
- Manage day to day processing of accounts receivable and payables
- Maintain accounting systems and procedures for capturing all registration fees and then reconciling registration and accounting systems.



- Ensure bank deposits are properly recorded and performed on a weekly basis
- Administer the online payment system for all employees and service providers
- Authorize expenditures under one thousand dollars (\$1,000.00) without action by the Board of Directors

Community Engagement

- Represent the EGSC in matters involving affiliated organizations and other social, recreational, and sports organizations

Office Management

- Ensure office is open and properly staffed for the hours set out by the Board of Directors.
- Answer telephone, e-mail and in person inquiries on a daily basis from members and others.
- Design and maintain logical filing systems & ensure those filing systems are kept up to date
- Maintain office cleanliness
- Maintain adequate office supplies

Perform other duties as may be delegated by the Board

Required Qualifications and Special Skills:

- Post-secondary education preferably in sport management, business administration or equivalent combination of education and experience
- Minimum 3 years' experience in a similar leadership role
- Demonstrated knowledge of universal sport principles, coaching, long-term athlete development
- Demonstrated knowledge of the non-profit environment, governance, policy development
- Strong leadership and team management skills, as well as office management experience including staff supervision, financial operations etc.
- Strong written and oral communication skills
- Strong project management skills and knowledge of Microsoft suite of products, database programs, internet, email, social media
- A passion for the game of soccer and the role it plays within the East Gwillimbury community



Position Details and Application Procedure:

The General Manager reports to the President and Board of Directors. This is a full time salaried position and offers a competitive salary based on the successful candidate's qualifications and experience.

The EGSC invites applications from all qualified individuals. The Club is committed to employment equity and diversity in the workplace.

Please submit your cover letter and resume to admin@egsc.ca by the application deadline of September 15, 2017. We thank all applicants for their interest but only those selected for an interview will be contacted.