



NSYSA Manager of Operations - Position

Position: Manager of Operations Position (Part time)

Background: The NSYSA plays a vital role in governing and administering youth soccer for the North Shore District, which comprises the Sunshine Coast, Pemberton, Whistler, Squamish, North Vancouver, West Vancouver and Bowen Island. We are a non profit organization consisting of a volunteer board and paid staff. Our primary role is to foster, develop and administer the game of soccer for our membership within the North Shore District. We enable over 8,800 players to play soccer every year.

Description: The role of the Manager of Operations is a newly formed paid part time position for the NSYSA. The Manager of Operations is responsible for all aspects of the day-to-day operations of the NSYSA and administrative duties. There is a need for the NSYSA Board to focus on Governance as opposed to the Day to Day operations of the District. This is in alignment with Canada Soccer and BC Soccer. The Manager of Operations reports to the Board of Directors of the NSYSA.

Manager of Operations duties and responsibilities:

- **NSYSA Club Representation**
 - Act as a liaison and develop working relationships with all nine Clubs within the District including Club presidents, admin staff and technical staff
 - Update NSYSA District Clubs on a monthly basis whether through emails/meetings etc
 - Act as the NSYSA's representative during the year for both Inter-lock and BCCSL games through on field representation includes on field appearances throughout the NSYSA
- **Communications**
 - Update the NSYSA website on a weekly basis
 - Manage NSYSA's branding guidelines and standards
 - Ensuring all NSYSA documents have the updated logo
- **Compliance/Governance**
 - Responsible for ensuring that the NSYSA is compliant with BCSCA requirements for BCSCA AGMs/NSYSA AGMs
 - Ensure that NSYSA Clubs are compliant with the updated NSYSA bylaws
 - Review NSYSA by-laws to ensure they are accurate and make recommendations as required
 - Ensure the NSYSA is compliant with the BC Societies Act
 - Manage Criminal Record Check list for Board members, staff and adult referees
 - Manages and updates BC Soccer's CRM system as it relates to the District
 - Manages the NSYSA's Board Communication & Confidentiality Protocol and COI documentation
- **Referee Group, Fields and Registrar Support**
 - Provides support for Referee Group, Fields and Registrar support including but not limited to attending referee training sessions for NSYSA general awareness, ensuring all Clubs understand NSYSA timelines/deadlines including holidays; confirm that no fields/referees are scheduled during holidays with the exception of tournaments, as appropriate



Qualifications:

- Previous Club admin experience is beneficial but not necessary
- Able to see the bigger soccer landscape within the Lower Mainland of BC, BC and Canada for the benefit of soccer within the District
- Proactive leader, who is comfortable dealing with conflict
- Comfortable understanding and interpreting BCCSL, BCSCA and CSA rules and regulations
- Comfortable dealing with change and can adapt as required by BCSCA or CSA
- High level of familiarity with the youth soccer environment with academies, youth community clubs to BCSP; some familiarity with adult soccer is beneficial
- Effective communication skills both in presenting and dealing with individuals
- Comfortable with HR roles and responsibilities
- Has an overall general business acumen and holds herself/himself to high professional standards
- Basic understanding of the rules of the game

This is a paid part time contract position of 5 - 10 hours (max) per week. The busiest times of the year are between September to March. The NSYSA is an Equal Opportunity Non Profit Organization. The NSYSA does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin or veteran status. All paid positions are decided on the basis of qualifications, merit and the non-profit needs of the NSYSA. This position is for a one year contract with the possibility of continuing after 12 months.

To submit your resume for this position, please email in confidence to Tina Homsy Williams tinahomsy@gmail.com.

November 13, 2022.