



OFFICE MANAGER

UNITED DFC SOCCER CLUB

JOB DESCRIPTION

ABOUT UNITED DFC

United DFC Soccer Club is a newly merged soccer club servicing over 2500 members of the Harbour East District in Dartmouth. United DFC was formed as a result of four (4) prominent clubs having the vision and willingness to create a club that would offer improved programming and support for its members -- one that would be better than any of the single clubs could provide on their own. The merged originating clubs included: Cole Harbour Soccer Club, Dartmouth Football Club, Dartmouth United Soccer Club and Eastern Passage Soccer Club.

The originating clubs had a long history providing soccer programs in their communities and the new United DFC continues to provide a level of service that the players, families and communities have grown to know, value and expect. United DFC strives to maintain a strong grassroots focused program for the learning, development and enjoyment of this beautiful game by all players, while at the same time supporting the aspirations of all players to develop to their highest potential.

United DFC offers players the opportunity to play soccer from age 3 to senior at both the community and performance levels. Coaching and volunteer development is a priority and our club is taking great care to implement the best practices from the member clubs and from across the country as we build United DFC's programs and policies.

GENERAL RESPONSIBILITIES

The Office Manager will be responsible for making sure the club's day-to-day operations, programs, events and initiatives are run efficiently and cost-effectively. Duties will include but are not limited to the following:

- Manage all aspects of the Office location.
- Provide information and program support to Club members.
- Oversee communications between the club and its players, parents, coaches and volunteers as well as external communications. Answer emails and phone calls, maintain office hours and be the first point of contact for the Club.
- Manage volunteer screening system.
- Manage content on Club website and oversee social media presence and postings.
- Work with Treasurer to develop and monitor financial and budgetary aspects of the club.
- Attend bi-weekly/monthly evening Board Meetings, communicate with Board and advise on all Club issues.
- Promote and market all Club programs to members and their families to increase membership and attendance.
- Model the Club's values.
- Maintain financial records like daily log book, office petty cash, etc.
- Manage inventory and sale of gear - including forecasting needs, ordering equipment, working with Equipment team to ensure that teams, programs and individuals have what they need, equipment return and inventory.
- Reserve facility times in a cost effective and timely manner for all club activities. Monitor use.
- Organize and manage registration, league schedules and participant fees.
- Submit payroll for staff as required.
- Effectively supervise, manage and monitor administrative and grant staff, and volunteers.

- Work effectively with a volunteer board and volunteer committees. Delegate where possible. Demonstrate leadership and coordinate volunteers.
- Assist Technical Staff administratively in the delivery of United DFC Programs.
- Oversee and drive all aspects of registration including recruitment and retention; creation of registration forms and teams, assigning players, monitoring payments and tracking of membership statistics.
- Apply for grant positions and complete all paperwork around grant procurement.
- Manage and grow Sponsorship and Fundraising Opportunities.
- Work with volunteer committees to ensure projects and tasks are completed according to the Board's priorities and long-term plan.
- Oversee the Club's Operational Procedures Manual
- Contribute to the development of short and long-term planning.

GENERAL SKILLS AND TRAITS DESIRED

- Skilled leader with an inclusive leadership style.
- Exceptional verbal and written communication skills.
- Energetic, personable, organized, independent and self-motivated.
- Background in business administration.
- Proficiency with Google Suite and Microsoft software including, but not limited to word processing, spreadsheets and presentation tools.
- Proficiency with technology and social media.
- Experience with Goalline's registration system is an asset.
- Experience with budgeting and office management
- Bachelor's Degree is strongly preferred.
- Experience working for a nonprofit association in Nova Scotia preferable
- Sport management experience an asset.
- Experience with Management of Staff and Payroll.
- Experience working with a volunteer Board
- Must have a clear Criminal Background Check including the Vulnerability Sector Check as well as a clear check from the NS Child Abuse Registry System
- Must have valid Driver's License
- Travel within the Halifax Area and occasionally within Nova Scotia will be required.
- Must be willing to work evenings and weekends during peak periods of the year.
- Understanding and appreciation that the success of United DFC is a reflection of the success of the Office Manager's position.

COMPENSATION

This will be a salaried position. Compensation will be between the range of \$35,000 to \$45,000 depending on qualifications, experience and references. Hours of work will be approximately 40 hours but could range from 30 in the low season to 50 in the peak season.

United DFC offers a 50/50 medical and dental coverage split with their employees. The Office Manager will be provided with a cell phone and professional development allowance. Vacation and Sick leave to be negotiated.

Interested candidates should forward Cover Letter and Resume by email to jeff.aucoin@mcinnescooper.com by **September 4, 2018**. We thank all applicants for their interest; however, only those chosen for an interview will be contacted.