



Job Opportunity

Position: Executive Director

Overview:

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 ensure that the objects and purposes of the Club are achieved.

Key Duties and Responsibilities:

- Oversee all registration related activities (on-line and in-person).
- Supervise, direct and lead all other staff positions.
- Assist with recruiting, screening, and supporting youth coaches and managers.
- Oversee the administration of off-season programs
- Update, maintain and market the main website and tournament website.
- Organize mini program and coaches.
- Facilitate the affiliation of senior teams with the Club.
- Assist with planning and operating the annual U11 tournament and possible mini jamboree.
- Assist with preparing and submitting (July 31st) final rosters to the PEI

Soccer Association.

- Assist managing club's social media presence
- Coordinate weather related cancellations of programs
- Assist with promotion and registration of day camps
- 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.
- 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 on request.
- Sit on committees as required.
- Provide an informal final report at the end of the season evaluating the soccer program with recommendations for the following season
- Establish a potential budget at the end of each season for equipment to be purchased for the following season
- Other tasks, as required

Knowledge, Skills and Other Requirements:

- Computer skills with working knowledge of standard Microsoft Office software (Word, Excel, PowerPoint).
- Outgoing personality with strong verbal and written communication skills.
- Excellent time management and organizational abilities.
- 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

Other qualifications (nice to have but not mandatory):

- 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.
- Knowledge of public relations, marketing and fundraising in a nonprofit environment.
- Business training at the community college or university level (or an equivalent combination of relevant training and experience).

Work Location:

Soccer season: Hybrid – Parkman Complex, Mulberry Park, home based.

Off season: home based.

Hours:

Mid March to Mid September: Approx 30-40 hours per week

Mid September to mid March: 5 to 10 hours per month

Hourly Rate:

Hourly rate of pay will be in the \$23 to \$29 range, commensurate with experience, education, expertise, and other attributes.

If interested, please send resume and cover letter to jkelly2507@gmail.com no later than July 16