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Position Title: **Director of Soccer Operations**

Terms of Employment: Fulltime

Location: Saskatoon Only

Reports to: Executive Director

Closing date: January 24<sup>th</sup>, 2025

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### **General Role and Responsibilities**

The Director of Soccer Operations serves as the chief technical officer for the Saskatchewan Soccer Association (SSA). The Director of Soccer Operations' primary role is to provide direction, leadership and management of the technical operations of the Association, in accordance with the Association's Mission, strategic goals and priorities, and policies and plans. Operations shall be understood to include the Association's finances, programs and services, assets and resources.

The Director of Soccer Operations also provides the SSA Board with assistance and support so that it can carry out its responsibilities.

The SSA is a membership-based, non-profit organization, incorporated for the purpose of governing the sport of soccer in the Province of Saskatchewan.

### **Accountability:**

- (a) The Director of Soccer Operations is one of the organization's employees and shall be accountable for all decisions and actions by the management and staff on the technical operations.
- (b) The Director of Soccer Operations shall present reports to the Board normally, along with the Executive Director at all regular scheduled board meetings on progress made towards the achievement of the Association's Strategic Plan, and on relevant technical issues under the direction of the Executive Director.
- (c) The Director of Soccer Operations shall ensure that the Board, through the Executive Director, has all the information necessary to properly carry out its responsibilities, including operating within applicable laws and regulations and reporting of Association activities to stakeholders and regulators on a timely and regular basis.

## **Duties:**

The Director of Soccer Operations is responsible for the following:

- Management, leadership, support and administration of SSA technical staff; functions include hiring and supervision of staff, make recommendations to the Board for the determination of staff compensation and employment; development and implementation of processes for staff orientation, training and formal evaluation; fostering a respectful work environment with open communication and cooperation; make recommendations to the Board for operational policy changes and leadership in the execution of approved policies; support staff in SSA programming wherever necessary, providing the necessary direction for onboarding and orientation of new staff;
- Reports to the Executive Director on the management and administration of SSA finances and protection of the Association's assets; functions include oversight of technical accounting functions including those necessary for auditing, budgeting, financial analysis, asset and property management, management of grants, contracts and agreements with suppliers and vendors; ensures compliance with all government and legal requirements; ensures compliance with all funders and sponsors; provides recommendations to the Board on investments, insurance and other matters where there is risk for the Association; attends and assists with all meetings of the Board of Directors.
- Leadership in ensuring the Association's technical programs and services are of high quality and are delivered and evaluated in accordance with the Association's Mission, strategic goals and priorities; functions include working with the Executive Director to update the technical (Whole of Soccer) plan; create an annual operating plan and lead staff in the implementation of the annual Whole of Soccer plan.
- Investigation, consultation and implementation of new opportunities for development, such as working with partners to bring League 1 Prairies to our province and other initiatives on the semi-professional and professional game.
- Leadership in maintaining and developing effective and positive relationships with the SSA's members and key stakeholders including the Canadian Soccer Association, Sask Sport, partners & sponsors, consultants, and the soccer community in the Province of Saskatchewan.

## **Qualifications**

The successful candidate will have a relevant university degree (e.g. MBA, business administration, management, policy studies) and at least five years of senior technical experience in soccer, as well as a Canada A license is preferred, a minimum of a Canada B license is required, and applicant must be willing to work towards their Canada A license.

## **Other Requirements**

The successful candidate must be bondable for a minimum of \$100,000 to comply with Sask Sport funding requirements and is required to submit a criminal record check.

Please submit resume, including references and salary expectations to: Executive Director, Saskatchewan Soccer Association via email to [sporter@sasksoccer.com](mailto:sporter@sasksoccer.com) by January 24<sup>th</sup>, 2025.