



Suburban Football Club
Job Posting
Club Manager

Prepared by Suburban Football Club
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Suburban Football Club is a multi-community, full service merged club comprised of members from Central Football Club, Bedford Soccer Association, and Suburban Football Club. Suburban FC will service approximately 2500 players within the region. Focus areas of the club are: Exceptional development and delivery of programs, community based programming, aligning for level II/III Club License, and providing clear and defined player pathways.

Job Overview

The Club Manager is responsible for the day-to-day administrative operations for Suburban Football Club as detailed in the Duties and Responsibilities sections. The Club Manager will keep the Board of Directors informed on matters that have a direct impact on the overall operations of the club and strategic plan. The Club Manager will report to the President of the Board of Directors and work alongside club technical staff.

Duties and Responsibilities

Communication

- Responds to inquiries from the general membership and public via telephone, club email and social media.
- Coordinates with DOS and club leadership team to communicate with club membership via club website, Demosphere communication and social media.
- Engages in daily communication with DOS and Technical Department to achieve club goals in order to meet seasonal or strategic plan based targets.
- Take minutes at staff meetings and help facilitate action plans to meet club targets.
- Liaise with Soccer Nova Scotia, local clubs, leagues, and communicate information with necessary club staff and volunteers.

Administrative Operations

- Manage club and community resources and coordinate facility bookings for training, meetings, etc.
- Maintain regular office hours to ensure accessibility for membership.
- To oversee and manage registration duties for all club membership.
- Facilitates coach registration and criminal record checks for coaches/volunteers.
- Liaise with the Treasurer to assist in accounts payable/receivable functions.
- Act as main contact for banking institutions.
- Manage day to day payments for staff, facilities, supplies and club invoices.
- Facilitate acquisition and administration of grants for summer trainers.
- Assist in developing and maintaining club policies and procedures

- Lead and facilitate manager meetings at the beginning of the season and remain the main point of contact for managers.
- Help support and liaise with club volunteer committees such as: Community Engagement, Communication, Sponsorship/Fundraising.

Club Finances

- Establish and manage club administrative budget in conjunction with Technical Department.
- Provide updates to Board of Directors on club budget Technical Progress as well as Provincial Technical Committee meetings that impact club

Required Skills

- A thorough understanding of administrative operations within a Not For Profit organization. Experience working in soccer within Nova Scotia and Canada is preferred.
- Strong verbal and written communication skills.
- Exceptional organizational skills.

Required Experience

- Extensive experience with technology, online communication, email, G Suite, social media and other innovative technology based platforms.
- Experience with Quickbooks QBS financial software.
- Experience managing club finances.

Compensation

Salary will be commensurate with experience and competitive within the current job market.

Applying

Please forward an updated resume to Merger Steering Committee at: suburbandistrictmerge@gmail.com.

