



Cliff Avenue United Football Club

November 1, 2018

Job Opportunity – General Manager

Cliff Avenue United Football Club (CAUFC) is currently recruiting for a General Manager. The General Manager will report directly to the President and Chair of the Club's Board of Directors.

Club Background

Cliff Avenue United FC is a youth soccer club for boys and girls of all abilities. We strive to create an atmosphere of fun, equality, fairness and fair play. We endeavor to make our youth appreciate the game of soccer and teach them life skills such as team work, commitment, dedication, personal achievement and physical fitness. We foster an atmosphere of development for all players, coaches, referees and administrators so that they may achieve their highest potential based on their own skill and desire.

CAUFC was established in 1956 and is the largest and only boys and girls soccer club in Burnaby with over 2,000 youth players aged U5-U18. CAUFC is governed by a volunteer Board of Directors and relies on an extensive network of volunteers and a small management team to deliver its programs.

Role & Responsibilities

The General Manager is responsible for leading CAUFC's operations and administration in a collaborative and proactive manner to ensure that all programs and activities achieve the strategic objectives of the Club and are efficient and effective.

Specifically, this includes:

- Lead all aspects of administrative Club operations including the prioritization and allocation of resources to ensure the timely and efficient completion of activities.
- Ensure continuous improvement in all Club processes to maximize operational efficiency and enhance the member experience.
- Work with the Board of Directors to establish and manage critical priorities and objectives including the development and implementation of a strategic plan.
- Work with the Club Treasurer to ensure effective financial management practices including timely and accurate financial reporting of Club operations and supporting the preparation of budgets and forecasting.
- Work with Technical Director to ensure existing programs and new strategies meet



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priorities and long-term goals.

- Manage the work of the administration group including the Registrar U11-U18, Registrar U5-U10, Equipment Manager, Fields Coordinator and Scheduler and Referee Coordinator.
- Ensure the procurement process and controls at the Club are efficient, effective and mitigate the risk of fraud.
- Oversee the registration process and online management system of the Club (including website and registration).
- Attend meetings and key Club events as required by the Board of Directors, including monthly board meetings and Club AGM.
- Represent the interests of the Club within the Burnaby District and the broader soccer community.
- Perform all other duties as may be requested/assigned by the Board of Directors.

Compensation

The position will be year round on a part-time basis, with a time commitment range of approximately 20-25 hours per week. The annual base salary will be commensurate with the credentials of the successful candidate along with any additional/finalized role accountabilities, which is in addition to a good benefits package, including health and dental coverage and other benefits. The salary will be reviewed at a minimum on an annual basis and will be assessed based on overall performance, execution, and any adjustments to the accountabilities of the role.

To Apply For This Position

Please send your resume and cover letter by Monday, November 19, 2018, addressing your desire, availability, & qualifications for the position to: jobs@cliffavenuesoccer.com

All applications will be acknowledged upon receipt. We will be in contact with you should we require further information.

CAUFC is an equal opportunity employer. No application will be discriminated against because of race, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or sensory or mental or physical disability.