



Brampton Soccer Club

18950 McLaughlin Road
South, Building "D",
Brampton, ON L6Y 5T
www.bramptonsc.com

Position Title: General Manager
Reporting Line: Board of Directors
Term: Start November 2023

Overview

Brampton SC is a National Licensed Soccer Club in Canada dedicated to the development of well-balanced, successful players at the recreation, competitive and high-performance level.

The Brampton SC is seeking a highly motivated General Manager to oversee the day-to-day business operations within the Club. Under the authority and guidance of the Board of Directors, the General Manager will manage the office staff and work closely with our Director of Soccer, Office Administrator, District/Provincial Associations, and sports leaders in Ontario. They will be responsible to bring a new strategic plan to life.

Position Responsibilities:

The General Manager will be responsible for providing day to day leadership, fiscal oversight, and the creation/execution of annual operational plans to implement the Clubs Strategic priorities. They will work closely with the club's Director of Soccer to create programming for all BSC Player Pathways (recreational, competitive, and high-performance).

Primary Duties:

- Day-to-day operations of the club
- Manage and attend all club events from House League opening/closing ceremonies, hosting of Ontario cups, hosting of club tournaments, and club tryouts.
- Annual budget creation, enforcement and reporting monthly to the Board of Directors

- Provide leadership and direction to ensure the Clubs Strategic plan is implemented.
- Establish and maintain strong working relationships with OSA, PHSA and professional sporting organizations.
- Provide oversight of governance of policies and procedures
- Lead the development of operating and business plans.
- Manage and provide leadership in the League 1, OPDL, and National Club License application while working closely with the Director of Soccer.
- Manage budgets and operations for all programs.
- Advocate to funders, partners and foster strategic alliances.
- Effectively manage and resolve conflict.
- Maintain a productive relationship with the Board of Directors
- Monitor and develop staff plan and working with the Director of Soccer
- Advance business strategies with a focus on sustainable economic development, safe sport, sport participation development, grassroots recovery, and sport impact on the environment
- Ensure effectiveness of overall administration and coordination of plans and programs
- Oversee and direct office staff.
- Working with Director of Soccer to create and enhance additional revenue generating programs (ie. camps, clinics, parent & tot)
- Create a Club Marketing & Communications Plan
- Ensure proper contracts are in place for all employees and contractors.
- Proper Reporting structure in place for payroll- coaches will need to report and provide all invoices Metrics of Success:

Education and Experience:

- 5 years of Management experience
- Sports management, business, or similar field University education
- Must have experience with sports training, youth league programming & retail.
- Experienced in sales, customer service and operational leadership.
- Excellent conflict resolution skills
- Excellent communication skills both verbally and in correspondence
- Knowledge of Ontario Soccer operational policies and procedures
- Knowledge of the District (PHSA) Club Administration Procedures.
- Knowledge of and experience in the use of PowerUp player registration system
- Experience working within youth soccer.
- Excellent communication skills
- Knowledge of Payroll system (is desirable)
- A self-motivated team player with effective interpersonal skills
- Time management and organizational skills, with the ability to multi-task and manage priorities.
- Complete a valid Vulnerable Sector Police Records Check

HOW TO APPLY?

BSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members of our Club.

We thank everyone for their interest in working with the Brampton SC, *only those selected for interviews will be contacted.*

To apply for this position please submit your resume to president@bramptonsc.com titled "BSC General Manager Role." Closing Date is November 10th, 2023.