



## District Administrator Southeast Ontario Soccer Association Job Posting

Southeast Ontario Soccer Association (SOSA) is one of the 21 Districts within Ontario whose governing organization is Ontario Soccer. SOSA is responsible for 21 Soccer Clubs for youth and adults, between the areas of Trenton to Brockville, Picton to North Leeds, and includes outdoor and indoor soccer.

The SOSA District is seeking to hire a District Administrator to be responsible for leading all administrative aspects of the SOSA District. This includes: Ensuring all of Ontario Soccer's Policies, Procedures, and Rules and Regulations are adhered to; Oversight of the various soccer leagues; Bookkeeping including budgets, payroll, invoicing, accounts payable/receivable; Working with volunteer boards with a willingness to travel across the District to the clubs to support and address their concerns; Setting up necessary referee and coach clinics; and setting up SOSA board meetings and keeping the board up to date on the day to day operations of the District.

### SCOPE AND DUTIES:

- Lead all aspects of administrative district operations, including the prioritization and allocation of resources to ensure the timely and efficient completion of activities.
- Work closely with clubs to ensure the District is offering viable programs in the way of leagues and games
- Ensure deadlines are met for clubs entering teams into the various development and competitive leagues including the running of the SOSA League.
- Ensure timely, accurate and complete reporting of all SOSA's operations, and ensure the adoption of effective financial management practices through a sound system of internal controls.
- Ensure continuous improvement in all club processes to maximize operational efficiency and enhance the customer experience.
- Assist the Board in development and implementation of a strategic plan to establish critical priorities and objectives to guide the SOSA club's long term future.
- Attend all formal meetings, as required by the Board of Directors, Board sub-committees, and Ontario Soccer.
- Perform other duties including as may be requested or assigned by the Board of Directors.



## SOUTHEAST ONTARIO SOCCER ASSOCIATION

35 Terry Fox Drive, Unit 201, Kingston, ON K7M 8N4 Ph: 613-546-6642

### QUALIFICATIONS AND SPECIAL SKILLS:

- Demonstrated leadership and experience managing organizations that include customer service, marketing and financial processes.
- Experience in budget preparation, monitoring, and financial reporting.
- Experience working with and reporting to volunteer boards of directors, preparing and implementing strategic plans and setting organization goals.
- Ability to manage and prioritize multiple tasks. Strong verbal and written communication skills and experience in media relations and modern communication methods (Twitter, Facebook, etc.).
- Computer literate with experience in Microsoft Word, Excel, PowerPoint, etc., as well as database management

### ASSET QUALIFICATIONS:

- Experience with Quickbooks accounting software
- University degree in sports management/administration
- Minimum 2 year experience working in a sports organization

### POSITION DETAILS AND APPLICATION PROCEDURE:

The District Administrator reports to the SOSA President and Board of Directors. This position is 30+ hours/week, with occasional weekend and evening work for meetings, training and conferences. SOSA offers a competitive salary based on the successful candidate's qualifications and experience.

Southeast Ontario Soccer invites applications from all qualified individuals. The District is committed to employment equity and diversity in the workplace.

Please submit your cover letter, resume, and two contacts, one of which must be from a previous employer, which will be contacted to verify information provided, to: [sosasoccer@bell.net](mailto:sosasoccer@bell.net) by the application deadline of: **May 24<sup>th</sup>, 2019**.

We thank all applicants for their interest but only those selected for an interview will be contacted.



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