



SOUTH BURNABY METRO CLUB

The South Burnaby Metro Club (“SBMC”) is volunteer-based and so, with the exception of a few key positions and a few honorariums, all of the foregoing work is performed by volunteers (most are parents and some see SBMC as a vehicle for their community service).

The OPPORTUNITY

SBMC needs a club administrator, someone:

- who is a self-starter;
- who has an interest in youth sports in general and, in particular, how SBMC serves the community and its youth;
- who likes working with people of diverse backgrounds and interests;
- who has strong communication skills and
- who has good administrative, computer and organization skills;

to represent SBMC and SBMC Soccer, in particular, to provide administrative and organizational support and advice to the Soccer Executive and to generally provide the “glue” to hold together Soccer’s various moving parts. SBMC Soccer will be looking to this person to step into the current organization model and to make recommendations on how to better organize and manage Soccer’s operations going forward.

The Administrator’s Primary Duties:

1. **Presence:** Provide a regular club “face” or “presence at most of the Club’s major events;
2. **Report:** Attend meetings of the club’s directors and the SBMC Soccer Executive Committee to provide reports and advice to those directors and to the Soccer Executive on the status of the Soccer program;
3. **Communication:** Ensure that there is excellent communication, both internally and externally, among the stakeholders in SBMC Soccer including responding/directing emails and overseeing the web site;
4. **Risk Management:** Ensure compliance by SBMC Soccer with risk management guidelines.

5. **Co-ordinate** (and support as needed) the other parts of the Administrative Team, including:
 - a. The Treasurer;
 - b. The Volunteer Coordinator;
 - c. The Technical Director;
 - d. The Registrar;
 - e. Specific Event organizers; and
 - f. The Equipment Manager.

6. **Manage Field and Gym Allotments** and liaise with the City of Burnaby and BDYSA. Also schedule use of SBMC Clubroom by SBMC Soccer.

7. **Contract Management** – oversee and keep track of the Club’s contractual commitments.

8. **Planning and organizing** - prioritize and allocate resources to ensure the timely and efficient completion of the Club’s objectives. The Administrator will follow-up as required and would develop and maintain an annual Planning Calendar.

Position Requirements. The Soccer Administrator:

- must successfully pass a criminal record check.
- must be able to get around and attend events
- should have a high level of comfort with computers
- should have fairly flexible hours

Key Attributes of the Soccer Administrator:

- self-motivated, highly organized, detail-oriented and possessing a strong work ethic’
- Effective communication skills;
- Not easily flustered, flexible;
- Strong team player and able to work with others;
- Good problem-solving skills;
- Proactive – can think ahead and anticipate what will be required next;
- Able to discretely handle confidential information;
- good time management skills and able to multi-task and respect tight deadlines
- Willing to learn and provide input on ways to improve systems and processes
- Responds well to constructive feedback

Compensation

SBMC is run primarily by volunteers. Because this volunteer position can be particularly busy at peak times i.e. registration, tryouts, club event and will require a time commitment beyond that required of

most volunteers, SBMC Soccer will pay an honorarium for this position. The amount of the honorarium will be negotiated with the successful applicant but is expected to be in the range of \$1,000.00 per month.

HOW TO APPLY

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. What interests you most about this position? How did you hear about it?
3. Briefly tell us how your skills and experiences are a good fit for this position.

Please send your resume and cover letter to Gregory Greiner (sbtreas14@gmail.com) by Thursday, January 24, 2019. Thank you.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest.

ABOUT SBMC -General

SBMC (originally the South Burnaby Men's Club and now the South Burnaby Metro Club) was founded in 1952 so that the youth of South Burnaby would have the opportunity to enjoy and benefit from participation in organized sports. Over the years SBMC has sponsored a variety of sports and, in addition to its other civic endeavours, currently sponsors 3 principal youth sports programs: baseball, basketball and soccer.

ABOUT THE SBMC SOCCER PROGRAM

SBMC Soccer currently has approximately 550 players on 40 teams. The Soccer Program consists of a number of moving parts:

Players need to be registered with the Club;

The Club is a participating member of the Burnaby District Youth Soccer Association ("BDYSA") and its teams and players need to be registered with BDYSA;

The Club is allotted field and gym times for its programs from the City of Burnaby;

Various events soccer-related events, including, picture day Soccerfest, a Pancake Breakfast, and an annual tournament need to be organized and administered;

Registration monies need to be managed and disbursed to pay the Club's expenses;

Practice and game schedules need to be managed;

Players need to be coached and coaches need to be trained;

Age divisions need to be managed;

Advertising needs to be organized and co-ordinated;

Equipment needs to be purchased and distributed;

Clubroom and storage facilities need to be managed; and more. . .