



Kamloops Youth Soccer Association  
P.O. Box 24081, #70 - 700 Tranquille Road  
Kamloops, BC V2B 8R3

## **EMPLOYMENT OPPORTUNITY**

The Kamloops Youth Soccer Association registers between 3200 and 3500 players in an average year. A not-for-profit organization, the KYSA is governed by a seven-person volunteer board of directors and is affiliated with BC Soccer. The association operates year-round and offers select and house league programs and coach/player development initiatives in a city with unparalleled recreational facilities. The association is currently seeking a full-time Executive Director to replace the current incumbent who is retiring.

### **Position Outline**

The Executive Director leads in the development and successful execution of a comprehensive strategic plan that will guide and ensure KYSA long-term sustainability. The Executive Director reports to the President of KYSA and works co-operatively with the Board of Directors.

The Executive Director's primary responsibilities include:

- Fundraising—including identifying, pursuing and securing grants, sponsorships and donations to support the KYSA's development
- Ensuring that KYSA maintains sound financial practices, developing and maintaining budgets
- Overseeing the daily operations of KYSA staff, including staff development, support and Human Resources functions
- Implementing and coordinating the development of short and long-term goals for KYSA
- Overseeing all programs, services and events managed by KYSA including development and scheduling of house league games
- Providing information and counsel to the KYSA Board of Directors
- Liaising with City of Kamloops and other community organizations
- Maintaining strong knowledge of, and implementing BC Soccer Rules and Regulations

This is not intended to be an exhaustive list of the Executive Directors responsibilities!

### **Required Skills and Knowledge**

- A strong business development background with the ability to form and maintain positive relationships with parents, vendors, sponsors and staff
- Experience setting and maintaining financial budgets, including the ability to read and interpret financial statements
- Strong leadership and management skills
- Ability to execute multiple projects, tasks and responsibilities simultaneously.
- Event management experience, from planning stage to execution
- Ability to work flexible hours including evenings and weekends
- A strong passion for youth development in soccer

Successful applicants will be required to pass a criminal record check

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**Salary & Benefits**

The salary for the position is between \$55,000 and \$70,000 per year depending upon qualifications and experience. A comprehensive range of health and dental benefits are also provided through a Manulife Group Benefit Package.

**To apply**

Please send a resume with covering letter outlining why you would be the best fit for this position, **by June 25th, 2018** to the attention of:

**Michele Davies**

Chair, KYSA Employment Committee  
kysa@telus.net