**CLUB ANNOUNCEMENT**

The Kingston United Soccer Club (KUSC) is recruiting to hire an experienced and motivated General Manager (GM) to oversee club operations.

**About KUSC**

Kingston United Soccer Club is a non-profit organization whose mission is to provide organized recreational and competitive soccer in a safe and healthy environment. The club fosters the values and ethics of fair play and respect for others in all club activities. Through the ongoing encouragement, skill development, and training of players, coaches, and officials the club provides the opportunity for everyone to achieve their potential and works to instill a lifelong passion for the game of soccer.

Founded in 2004, the Kingston United Soccer Club is an amalgamation of two former clubs, the Pittsburgh Township Soccer Club and the Kingston Youth Soccer Association.

The club services the Kingston Central and East areas and has approximately 2250 house league and competitive players ages 4-18.

**Excellence:** We invest in creating the best possible learning environment to work, compete and volunteer; we continuously strive to deliver outstanding programs.

**Teamwork:** We foster a deep sense of loyalty and respect among the KUSC team; we challenge each other to raise the bar; we collaborate to achieve common goals.

**Integrity:** We are committed to doing the right thing, in the right way, at the right time, with the right people; we take smart risks to succeed; we believe in what we do.

**Accountability:** We are open and transparent in how we make decisions; we know our roles and look for ways to enhance our work; we keep our promises.

**General Manager Responsibilities**

The GM is responsible for all facets of Club operations including leadership and management of staff, facility management, financial planning and budget management, and working with the Board to further KUSC’s vision of being the leader in player development for life. The GM reports to the volunteer Board of Directors and attends the scheduled meetings. The GM presides at the KUSC Annual General Meeting and any Special General Meetings that may occur. The GM also liaises with City of Kingston staff and district, provincial, national and international soccer associations and federations to help strengthen and grow soccer in Kingston.

Kingston United Soccer Club

We invite interested applicants to apply to this rewarding position by outlining their experience in the following areas:

**Management of Staff and Volunteers:** To inspire and manage others

* Building and leading successful work teams with a focus on creating cohesive and collaborative work environments;
* Designing and implementing staffing structures and managing professional development;
* Recruiting, retaining, recognizing and rewarding volunteers;
* Supporting staff and volunteers in the execution of their work.
* Demonstrated ability to supervise employees including providing positive feedback, progressive discipline and corrective plans of action where required as well as monitoring employee responsibilities and performance. The successful applicant would be responsible to supervise the club Technical Director, Registrar and at times one or two summer students.

**Management of Operations:** To lead and coordinate the business effectively

* Ensuring the Club’s business objectives and goals are obtained through guiding and monitoring the Club’s workflow and performance;
* Making sound business decisions based on the Club’s strategic plan, goals and operating policies;
* Managing the successful implementation of soccer programs in partnership with the Technical Director;
* Managing the Club’s finances including the preparation of ad-hoc and annual financial reports;
* Coordinating and delivering programs and projects within budget, including implementation of

risk identification and mitigation plans.

**Communications, Marketing and Community Outreach:** To build and promote KUSC

* Fostering positive community, business and stakeholder relationships;
* Developing communications systems and messages that positively promote the KUSC brand;
* Representing KUSC on local, provincial and national soccer bodies;
* Working with the Board to support and manage fundraising, recruiting sponsors as well as promotional and marketing campaigns;
* Presenting at meetings and conferences.

Education: A post-secondary education in sports management or business administration or other relevant background is preferred.

This is a full time positon with a salary range of $40,000 - $52,000 a year.

To explore this exciting opportunity please forward your resume and cover letter to our Board President, at kuscjobs@outlook.com

Applications will be accepted until 5:00pm (EST), September 22nd, 2017. Only candidates deemed eligible for continued consideration will be contacted.