



OSHAWA
KICKS
SOCCER CLUB

Executive Director Oshawa Kicks Soccer Club

Organization Overview

The Oshawa Kicks Soccer Club (OKSC) is a not-for-profit organization dedicated to providing quality soccer programs to the Oshawa community since 1975. OKSC offers both Recreational and Competitive soccer starting with our U3 introductory children's program through to adults, as well as All Abilities. OKSC strives to provide programs to ensure that every person of all ages and abilities have a place to learn and play "the beautiful game". OKSC is focused on championing our members and the sport of soccer by continuously inspiring and innovating its core program offerings to deliver a positive impact within the community.

Position Overview

Under the governance, delegation and authority of the Board of Directors, the Executive Director (ED) is the public face of OKSC, providing strategic leadership and vision in the delivery of high-quality soccer programming to the community. The ED plans, organizes and directs all operations and programs within the strategic, policy, and financial framework established by the Board, such as organizational and program development, government and community relations, grants and advocacy, and management of financial and human resources. While working with the Clubs' senior team to ensure system-wide understanding of and commitment to OKSC initiatives, the ED serves as a role model for OKSC's mission, vision, and values, while creating and fostering a culture of integrity and support throughout.

Organizational Structure

Reporting to the Board of Directors, through the President.



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Key Responsibilities

Board Liaison

Provide leadership, guidance, insight and support to the Board of Directors through:

- The development of the strategic plan, and the Club's vision, mission and goals, that affect the organization or stakeholders.
- Effective board governance and policy setting for services and programs, ensuring that appropriate policies are considered by the Board as an employer of choice and service provider.
- Reviews any developments in governance, community issues, local and provincial legislation, that may impact the organization.
- Advises on risk management and assessment with respect to all liabilities.
- Stewards all Board meetings as a non-voting member.
- Develops and recruits committees composed of members and Board members, to discuss important issues for our strategic plan and membership at large, propose solutions and implement actions.
- Research the latest trends and how they impact our members.
- Communicates regularly in Board meetings regarding any project progress and presents results during the annual general meeting as a method of accountability and effective communication.
- Ensures compliance with all applicable laws and regulations, including ONCA by October 18, 2024.

Operations Planning and Management

- Ensures that high-quality service is delivered in person or electronically, positioning OKSC at the forefront of innovative soccer programming.
- Direct, plan, organize, staff, coordinate, control, and evaluate the operation of the organization's systems and its relevance to and impact on the community. This includes staffing, health and safety, facilities, public services, technology planning, and marketing and communications.
- Develop, implement, and oversee the Operational Plan and budget, in sync with the Strategic Plan, including quarterly progress reports to the Board of Directors highlighting performance measurements, management controls, and critical success factors.
- Ensures that physical facilities and properties owned or leased by the organization are safe and adequately maintained.



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- Provide exceptional customer service experiences to all internal and external customers, maintaining established service levels.
- Perform regular evaluations of programs to ensure the quality standards of the organization are met.

Human Resources

- Cultivate a collaborative culture within the staff, volunteers, Board and membership through positive engagement and clear communication.
- Develop a strong and effective management team to ensure human resources, financial, and operational components of the organization are optimally focused.
- Develop and maintain employment policies and procedures, and an appropriate employment records management system in compliance with applicable laws and Board policies, providing recommendations to the Board annually.
- Determine appropriate level of staffing required to achieve the Club's objectives and required financial support to implement plans and events. Upon board approval, actively lead in the recruitment, selection and on-boarding of staff.
- Empower, inspire, and support all staff while demonstrating a commitment to improve staff qualifications, competencies, and succession management throughout the organization. Lead and motivate staff to achieve desired outcomes. Recognize and propose staff development and education opportunities for Board approval.
- Establish and ensure a positive, healthy and safe work environment for all staff.
- Ensure all staff have the appropriate tools, training and orientation to be successful.
- Oversee and approve payroll and associated attendance (vacation, lieu time, sick days, etc.)
- Lead and contribute in staff meetings and training opportunities.

Financial Management

- Ensure preparation of the annual operating budget.
- Direct and supervise expenditures in accordance with OKSC's policy and applicable legislation; and provide quarterly financial reports, including cash flow projections, to the Board. Obtain board approval for substantive budget variance.
- Seek to optimize all sources of revenue, including grants and subsidies, and may develop new business models and strategic partnerships that contribute to



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financial sustainability consistent with sound marketing and planning principles, applicable regulations, and policy.

Communications and Relationships with other Organizations

- Establish and maintain communication strategies to increase membership and to develop and enhance OKSC's role in the community.
- Ensure there is an effective recognizable brand ambassador present at all club programs to answer questions from parents, resolve problems and be the 'face of the Club'.
- Foster effective public relations and build cooperative working relationships with key stakeholders, community groups, other organizations, elected officials, the media, and educational institutions
- Participate in professional associations and forums at the local, provincial, and national level as appropriate to stay abreast of technological, regulatory, and management developments

Performance Criteria

- Development of strong working relationships with all relevant organizations, staff and Board members.
- Enhancement of the organization's image.
- Meets the Board's goals for financial management, membership targets and customer satisfaction (Net Promoter Score).
- Complete satisfaction of the organization's contract requirements.
- Successfully carry out the prime functions of the job description.

Qualifications/Experience/Attributes:

- Understanding of the Ontario Soccer landscape and Canadian amateur sport governance structures.
- Understanding of new Ontario's Not-for-Profit Corporations Act (ONCA) legislation.
- Strong Interpersonal and communication skills (written and verbal).
- Ability to manage and resolve conflict.
- Strong change management skills.
- Strong leadership skills.
- Strong computer skills.



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- Strong analytical skills, specifically related to financial management.
- Time management, organization and multitasking.
- ASSET: Experience with non-profit organizations or amateur sport.
- ASSET: Experience in an executive or leadership role.
- ASSET: Post-secondary education in Business, Sport Administration or related discipline.

Job Types: Full-time, Permanent

Benefits:

- Extended health care
- Life insurance
- Mobile phone reimbursement
- Paid vacation

Schedule:

- Monday to Friday

The OKSC will consider applications from candidates who might not meet all desirable criteria outlined in the Executive Director job description who otherwise have special attributes that would merit consideration for the position.

Application Instructions

Only successful candidates will be contacted for an interview. The salary will be based on a candidate's experience and qualifications. Competitive salary commensurate with experience.

Deadline to apply is August 4th, 2023 by 11:59 P.M. (EDT). Please send your resume and cover letter to executivedirector@oshawakicks.com



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