



VSSC Sport Manager (Full Time)

OPPORTUNITY: This is a unique opportunity to join a fast growing and successful business! The Victoria Sport & Social Club (VSSC) has a rewarding and challenging position open for a talented and motivated individual experienced in sport operations, sponsorship, marketing and management. The successful candidate must have an entrepreneurial mindset, creative energy and initiative, success working from a home office supported by a satellite headquarters and have excitement for working in front of the computer and out in the leagues.

UNIQUE WORKING HOURS: This is a permanent full-time position working minimum of 40 hours per week. Evening and weekend work is necessary for hosting tournaments and parties and ensuring the leagues are running smoothly.

JOB DESCRIPTION: This is a unique opportunity to manage a division of the Sport & Social Club and have a significant and positive impact in your community.

You will be in charge of:	You will be evaluated on:
<p>Business Expansion, Marketing & Sponsorship Program</p> <ul style="list-style-type: none"> • Growing club by attracting new teams / players through local events, corporate recruitment, festivals, etc. • Developing new league and event opportunities to serve the organization's growing membership • Developing and executing marketing and promotions strategy • Growing sponsorship program and executing existing contracts • Developing and produce online and print marketing campaigns including creative content and graphics • Managing and grow our social media components (FB, Twitter, YouTube) <p>League & Tournament Operations</p> <ul style="list-style-type: none"> • Planning, organizing and hosting tournaments and special events • Running all day-to-day league operations • Managing all aspects of the seasonal registration process • Maintaining equipment inventory, ordering, storage organization and distribution. • Managing staff • Scheduling leagues with SSC tools, ensuring all league games are problem-free. <p>Facility Management</p> <ul style="list-style-type: none"> • Accountable for daily/yearly management of all facilities <ul style="list-style-type: none"> ○ Expectation to improve and grow facility space season to season ○ High level relationship management with facilities (new and existing) ○ Securing permits at facilities/venues to run leagues and tournaments. • Managing facility expenses and controlling budget • Executing facility tracking, suitability, slush and maximizing current space <p>**Other projects and duties as required</p>	<ul style="list-style-type: none"> • Company revenue and profitability targets • Overall team count seasonally / yearly • Number of new teams / players (corporate & other) based on growth targets • Team / player retention rates • Response time to team / players • Performance and retention of part time staff • Growth and retention of facilities • Team / player participation in tournaments and social events • Attaining sponsorship targets and goals • Team / player feedback on league and tournament experience • Health of all relationships (facility, sponsorship, membership, etc.) • Achievement of profitability targets for all activities • Social media followers and quality of content • Keeping on track with the marketing budget and activities • Management of risk • Ability to successfully manage budgets (facilities, event coordinators, equipment) while ensuring accuracy and overall reduction in expenses

QUALIFICATIONS/REQUIREMENTS:

- University or College Degree: Business, Marketing and/or Sports Administration is an asset.
- 3+ years hands-on experience in Sport Management, Project Management, Communications, and/or Marketing is highly desirable.
- Strong interest in running your own business with the backing of industry experts.
- Established network and interested in promoting our leagues to friends and associates.
- Knowledge and passion for multiple sports.
- You are positive, enthusiastic, have an endless supply of energy and can deliver superior customer service.
- Willingness and proven ability to work independently and with minor supervision.
- Demonstrated leadership with good judgment in decision-making and problem-solving skills.
- Entrepreneurial spirit in terms of both creativity and work ethic. You are an independent self-starter who is willing to take chances, and let your results speak for themselves.
- Strong computer skills and the ability to learn quickly.
- Excellent knowledge of Microsoft Office especially Excel, Publisher (working knowledge of Illustrator is an asset).
- Capacity to manage multiple simultaneous priorities, and work at an intense pace.
- Ability to travel with a valid driver's license and your own car.

COMPENSATION: VSSC offers a salaried position, excellent benefits package, incentive plan based on the club's growth and personal performance, RRSP matching plan, and the professional advantages of a positive work environment that supports your development and recognizes your achievements. The position starts with 3 weeks of paid vacation leave per year. Salary is commensurate on experience of candidate.

TO APPLY: Please submit a cover letter and resume to the Victoria Sport & Social Club (Attention: Lael Morgan, Executive Director) via email to hire@vssc.ca before **5pm EST Saturday, September 30, 2017**. Please include subject line 'Hire me @VSSC!'. Anticipated start date of November 13, 2017 or sooner (negotiable). We thank all applicants for their interest. Only those selected for an interview will be contacted.

ABOUT THE SPORT & SOCIAL CLUB FAMILY: The Victoria Sport & Social Club was developed from our desire to be the largest multi-sport provider in the city. Since 2003, the Sport & Social Club organization has operated in 7 cities managing over 21,000 current weekly players. All seven organizations create, organize and manage sports leagues, tournaments and special events for adults in their respective cities. In short, we are "Recess for Adults". Check out the website for more company information: www.vssc.ca.