



VSSC SPORT OPERATIONS MANAGER – FULL TIME

Summary:

The VSSC Sport Operations Manager is responsible for overseeing our league operations in the city of Victoria, 1 of 6 cities the Sport and Social Club runs throughout the country. This person is responsible for scheduling of leagues, growing and attracting new teams and players, growing sponsorships, planning and hosting tournaments, managing staff and contributing to our company and city specific marketing initiatives.

Duties and Responsibilities:

- 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 and contractors
- Scheduling leagues with SSC tools, ensuring all league games are problem-free.
- Accountable for daily/yearly management of all facilities
 - 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
- 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
- Social media oversight and input to market all city leagues and tournaments

Qualifications and skills required:

- University or College Degree: Business, Marketing and/or Sports Administration is an asset.
- 5+ 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.
- Knowledge and passion for multiple sports.
- Ability to deliver superior customer service and always maintain a positive attitude and outlook.
- Willingness and proven ability to work independently and with minor supervision.

- Demonstrated leadership with good judgment in decision-making and problem-solving skills.
- Excellent knowledge of Microsoft Office especially Excel.
- Capacity to manage multiple simultaneous priorities
- Ability to travel with a valid driver's license and your own car.
- Ability to work from home as this is a remote position

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 salary range is commensurate on experience of candidate and starts with 3 weeks of paid vacation leave per year.

TO APPLY: Please submit a cover letter and resume to the Victoria Sport & Social Club (Attention: Laura LeBlanc, Director of Operations) via email to hire@vssc.ca. Please include subject line 'VSSC Sport Operations Manager Application'. Anticipated start date of November 1, 2021 or sooner. We thank all applicants for their interest. Only those selected for an interview will be contacted.

Victoria Sport and Social Club, is an inclusive employer in every way and we are committed to providing accommodations for people with disabilities. If you require an accommodation, please notify hiring manager and we will work with you to mutually address your needs.