



Lethbridge Soccer Association

Purpose of the Role

The Executive Director reports to the Chair of the Board of the Lethbridge Soccer Association. The position has the overall responsibility of providing strategic planning, visioning and leadership to the operations of the Lethbridge Soccer Association. The position will ensure all plans, processes and policies and procedures of the Association are carried out. This position supports the Association through strategic, financial, and operational effectiveness.

Responsibilities and Duties

The Executive Director primary responsibilities are to;

1. Assist with the strategic plan of the Association.
2. Ensure business plans align with the strategic plan of the Association.
3. Support the Board of Directors in all areas.
4. Provide leadership and direction to staff and volunteers.
5. Ensure the sport of soccer is realizing optimal participation and performance.
6. Ensure fiscal responsibility and acquiring financial resources.
7. Ensure that the facility operates and functions to its peak potential.
8. Ensure that positive relationships with customers and key stakeholders are maintained.
9. Adhere to the policies and procedures of the Association.

Key Competencies

1. Think and act strategically
2. Leadership skills
3. Proactive with strong forecasting skills
4. Excellent communication skills both verbally and in correspondence
5. Ability to build a positive culture
6. Ability to negotiate within competing parties of diverse interests
7. Ability to work within the parameters of a not-for-profit organization
8. Strong Interpersonal skills
9. Results oriented
10. Energetic and self-motivated



Qualifications

1. College or University degree in a relevant discipline
2. Knowledge and/or experience in the sport of soccer
3. Experience in operating programs and buildings
4. Customer Service skills and experience
5. Financial management skills
6. Leadership and/or management skills

Please include with your resume expected salary and benefits.

For more information or to send a resume contact:

Jodi Meerkerk - President, Lethbridge Soccer Association

Email: **president@lethbridgesoccer.com**

Mailing address:

Attn: Jodi Meerkerk, Lethbridge Soccer Association

Servus Sports Centre,

2501 28 Ave S. Lethbridge, AB T1K 7L6

Deadline for applications – Tuesday, November 15 @ 4:00pm