

SASKATOON MINOR FOOTBALL



Job Title:	Director of Football Operations	Job Category:	Annual Salary
Location:	Saskatoon	Travel Required:	Yes
Level/Salary Range:	\$40,000 - \$60,000	Position Type:	Full Time 40 Hours per Week with Flex Hours
HR Contact:	Rylund Hunter	Date posted:	February 2, 2018
Will Train Applicant(s):	Training & Professional Development will be provided	Posting Expires:	February 13, 2018

Job Description	Responsible for General Coordinating of all Saskatoon Minor Football daily operations (Communications, Social Media, Fundraising, Scheduling, etc.) Will be in a position to assist SMF Coordinators and Collaborate with SFI and Football Sask on joint initiatives.
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ROLE AND RESPONSIBILITIES

General Office Duties

- Communications – All Emails, Phone Calls, Mail, Regular Updates on Website
- Financials - Collect and Deposit of Payments including Follow Up on Missing Payments. Assist Financial Officer with bookwork and ensuring cheques are signed and distributed
- Social Media & Promotions– Have a regular (daily to weekly) presence promoting SMF on all Social Media Platforms. Take initiatives to regularly find new ways of promoting the SMF brand throughout the city and surrounding area.
- Employee will be responsible for logging hours and activities for supervisor may work flexible hours but must have some posted regular office hours for General Public
- Responsible for Detailed Annual Year End Report of All Activities of SMF for the Calendar Year

Fundraising

- Assist SMF Board and Commissioner with pursuit of new funding
- 5% bonus of all new funding sources will be an incentive and 2.5% for subsequent years for the employee to pursue new funding and continued funding through sponsorship and donations

Programming

- Priority measurable will be growth and retaining of participants in each league
- Assist all coordinators with Saskatoon Minor Football’s coordinating of programs run annually by Saskatoon Minor Football.
- Creative freedom to create/propose/implement new programming within Saskatoon Minor Football
- Have a presence at all official Saskatoon Minor Football Events to assist with Public Relations, Set Up, Take Down, and Operations of Events.
- Assist with Scheduling, Team Creation, Staffing, of each particular program
- Assist with Coaching, Refereeing, and Player Development

Joint Initiatives

- Available to assist SFI with field scheduling of SMF Field
- Available to take minutes at SFI and SMF board meetings
- Assist equipment manager with general duties at SFI Football Centre



QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Experience in the sport of Football (Playing, Coaching, Refereeing, Administration) Min 5 years
- Experience organizing and operating activities for youth
- University Degree or College Diploma– preferably in the area of Sport & Management, Personal Training, Education, Business Management
- Standard First Aid and CPR-C
- Pursuit of NCCP Coaching Certification

PREFERRED SKILLS

- Computer Skills and general knowledge of Word Processing Software
- Ability to Communicate Effectively and Efficiently through various mediums (Email, Phone, Written)
- Social Media Skills
- Video and Photo Editing are an Asset
- Coaching and Public Speaking
- Ability to Plan, Organize, Deliver and Review Programs

ADDITIONAL NOTES

THE ABOVE OUTLINE OF THE JOB DESCRIPTION AND THE ROLES AND RESPONSIBILITIES IS SUBJECT TO CHANGE AS MAY BE REQUIRED FROM TIME TO TIME.

The Employee must be able to commit to activities held during the busy times of the year including weekends.

April 1 – July 15

Aug 15 – Oct 30

Reviewed By:

Approved By:	Rylund Hunter	Date:	February 2, 2018
Last Updated By:	January 31, 2018	Date/Time:	February 2, 2018

Resumes with Cover Letters may be submitted electronically to Rylund Hunter prior to February 13, 2018
rylund.hunter@me.com