



## **Waterloo Minor Soccer Club (WMSC)**

*is currently seeking applications from qualified candidates interested in the position of*

### **Executive Director**

Waterloo Minor Soccer Club is located within the City of Waterloo, Ontario, a community of 130,000 known for its two universities, a large financial sector, and a high technology sector renowned for entrepreneurial innovation. WMSC is a Gold Excellence standard club as well as OPDL license holder that provides a comprehensive range of indoor and outdoor programming, player development programs, and an extensive competitive program within the Region of Waterloo.

The preferred candidate will have a background in leadership and administration within sports institutions or related not for government organizations. They have an education in business administration, sport administration, or related discipline with proven abilities in customer service, marketing, finance and accounting, human resource management, and program management. Experience dealing with government, regulatory bodies, not for profit associations, and knowledge of the local soccer community locally and within the province is valued.

The Executive Director (ED) reports to the Board of Directors and manages all aspects of the club including its activities and the relationships between the Club and its Board of Directors, members, customers, employees, community and government. The ED coordinates and administers the Club's policies as defined by its Board of Directors; develops operating policies and procedures; directs the work of all technical and administrative staff; implements and monitors the budget, monitors the quality of the Club's services and ensures maximum membership and member satisfaction.

Salary level will be commensurate with experience and expertise.

Expressions of interest including career profiles will be accepted until September 29, 2017 at 4:30 p.m., and should be sent confidentially by email to:

President, Waterloo Minor Soccer Club 2001 University Ave., Waterloo, ON, N2K 2K4

Email: [president@waterloounited.com](mailto:president@waterloounited.com)

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however only candidates to be interviewed will be contacted.