

Job Title

VMSL League Manager

Position Summary

The VMSL League Manager assists in the administration of all League activities

Roles and Responsibilities

Answering Member inquiries

Player registration and transfer services

VMSL Website Content Management

Schedule change requests (potential to take on scheduler role longer term)

Referee reporting support

Discipline tracking support

Website advertising sales management / League partnership development

Input to the League's digital strategy

Work Hours

In-office Hours

- Friday and Saturday 10:00 am to 12:00 pm from late August to early April (subject to change as warranted by process streamlining)
- Very occasional Tuesday, Wednesday or Thursday evenings during initial player registration period and the January 15th transfer deadline

Other hours

- Opportunity to do job remotely (and eventually most work)
- Occasional visits to BCSA or Park Departments
- One 8 hour day annually for VMSL All Cups day

Experience required

Strong general computer skills

Proficiency in MS Excel

Experience with online applications / databases

Nice to have experience

Website content management

Web development

Graphic Design

Social Media Management

Soccer knowledge

Attributes

Detail-oriented

Customer Service-oriented

Problem solving capability

Ability to deal with difficult people

The VMSL is looking for a candidate who will develop a long-term relationship with the League with a view to developing the League's member services and administrative processes. Preference will be given to those candidates who are active in and ideally passionate about the VMSL

Reporting

Reports to the League President

Remuneration

Subject to negotiation. The League's view is that the position might best begin as an hourly paid engagement until an appropriate salary can be determined based on the scope of work required on an ongoing basis

The position might best suit a tech savvy soccer player who has a another income stream coming from an activity with flexible work hours

How to Apply

Please send your resume and any other supporting material to admin@vmslsoccer.com

At this stage the League is not setting a deadline for applications. The League does however want to move quickly on this.