



JOB DESCRIPTION

General Manager

Okanagan FC is a privately owned and operated soccer club, based in Kelowna BC. We offer adult and youth soccer programs which focus on player development, with the intention of forming male and female teams able to compete at the highest level possible. Our goal is to create a 'cradle to grave' soccer club in Kelowna, with strong connections to the community and with a passion for player development.

Our General Manager will be responsible for all aspects of administration within the club with duties including, but not restricted to, the following :

- Liase with, and supervise, all OFC Team Managers...provide a main point of contact for managers and help with travel arrangements, hotel bookings, uniform distribution
- Operate and maintain "Teamstuff" as our club's primary method of communications within our teams
- Create and maintain all player registration lists for teams and academy programs
- Manage receipt of all player fees and monitor accounts of all players. Issue refunds and credits when due and ensure that all player accounts are up to date and accurate.
- Provide a main point of contact for all general enquiries and channel communications in the appropriate direction
- Operate and maintain "Wufoo", our club's method of creating a mailing list for promotions and advertising new programs.
- Monitor and provide feedback on www.okanaganfc.com quality of information and presentation of website
- Monitor and provide feedback on all OFC social media platforms
- Act as primary source of information and point of contact regarding all issues concerned with club safety policies and child protection issues.

Okanagan FC General Manager is a key role within the organization and we pride ourselves on our quality of service both on and off the field. This means that we will strive to maintain excellent administration systems and lines of communication as we continue to grow the club.

Okanagan FC, 90-1929 Hwy 97S, Kelowna, BC, V1Z 2Z1

www.okanaganfc.com

