



## **DISCIPLINE ASSISTANT**

### **Schedule A**

#### **POSITION RESPONSIBILITIES**

##### **General**

Established in 1907, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer-specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

##### **Safe Sport Statement**

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in.

##### **Position Summary**

An exciting part-time opportunity has arisen within BC Soccer at its Vancouver office. BC Soccer is seeking a highly organized, detail-oriented, energetic, customer service focused, and proactive professional for the position of Discipline Assistant.

The Discipline Assistant is a part-time position that reports directly to the Manager of Member Services and is responsible for coordinating and supporting all judicial and discipline related activities of the organization including but not limited to BC Soccer ethics and discipline, protests, and appeals and formal complaints.

As a member of staff, the Discipline Assistant reflects the governing principle of service designed to serve BC Soccer vision, mission and values.

##### ***Vision Statement***

*Positive soccer experiences*

##### ***Mission Statement***

*Promote, develop and govern soccer in British Columbia*

##### ***Values***

*Inclusive — all can participate and unite in soccer in British Columbia*

*Safe — committed to safe and respectful soccer in British Columbia*

*Excellence — lead and progress soccer in British Columbia*

*Collaborative — deliver soccer with members and stakeholders in British Columbia*

**Accountable to:** Manager of Member Services

**Internal relationships:** Relates directly with the entire staff team, board members, the independent Judicial Chair and Appeals Chair of BC Soccer and the independent judicial panel members.

**External relationships:** Member Youth Districts, Member Adult Leagues, Member Clubs; Individual Association Members, panel members, the general public and any other individuals in the judicial process.

**Specific Responsibilities:**

- Actively contribute and work towards objectives as outline in the strategic direction and operational plan of the Association, specifically relating to judicial and discipline activity.
- Works with all department staff members to support initiatives
- Support and coordinate all BC Soccer judicial activities:
  - Ethics, discipline, protests, appeals, formal complaints
  - Member guidance/support
  - Monitoring of the Discipline System
  - Coordination of meetings including panel members and hearings
  - Workshops and material development
- Maintains a strong customer-focused approach when working with the Association’s membership and soccer community, ensuring effective communication with Districts, Leagues, Clubs, and general participants by promptly responding and advising on inquiries specific to judicial.
- Supports the continued development of BC Soccer bylaws, rules, regulations and policies and judicial procedures.
- Support the independent Judicial Chair and Appeals Chair as needed.
- Attends Member meetings as needed (Youth/Adult Forms, BC Soccer AGM, etc).
- Various special duties as assigned by the Manager of Member Services and/or the Director of Operation and/or Executive Director

**Required Knowledge, Abilities, Skills, Training, Experience, and Education**

**General**

- Commitment to delivering high standards of customer service and appropriate experience to demonstrate this.
- Excellent organization and prioritizing skills with the ability to work within tight timelines
- Excellent interpersonal skills
- Proficient in Microsoft Office Application (Word, Excel, PowerPoint, Publisher and Outlook).
- Able to compose routine correspondence, including strong oral presentation skills
- Able to work independently and in a team environment while maintaining confidentiality
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Clubs, Districts, Leagues etc.) while supporting the overall structure and philosophical strategy set out by the British Columbia Soccer Association.
- Willing to submit to CPIC (Criminal Records) clearance.
- Fluency in English.
- Passionate about sport, preferably soccer.
- Experience in an office working environment.

#### **Job Specific**

- A minimum of 2 years experience in a non-profit working environment, preferably at the provincial sport organization level.
- Ability to work flexible hours including evenings and weekends as needed
  - This part time position would be approximately 2-3 days per week depending on case load and may change week to week.

#### **Remuneration**

- The position will include full benefits and a competitive sports industry salary commensurate with experience for a role of this nature.

#### **Application**

- Interested applicants, with the ability to work in Canada, should submit their resume, with cover letter and hourly salary expectation range **specifically referencing BC SOCCER, DISCIPLINE ASSISTANT OPERATIONS in the subject line** to BC Soccer by 12 noon on January 7, 2021 to [feedback@bcsoccer.net](mailto:feedback@bcsoccer.net)

**BC Soccer thanks all applicants however ONLY those selected for an interview will be contacted**