



# CANADIAN AMATEUR SPORT SOCIETY

## General Manager Role & Responsibilities

The General Manager is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

### **Primary Duties and Responsibilities**

The General Manager performs some or all of the following:

#### *Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Management – able to structure and monitor a team, instill values and cross train so that each person and task is reviewed with the importance they deserve.

#### *Operational planning and management*

- Fulfill and engage in practices consistent with the Society's vision and mission statement.
- Cultivate, promote and further the philanthropic contributions and activities of the Society.
- Draft HR policies and ensure they are trained and reinforced to Supervisory Staff and employees

#### *Program planning and management*

- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Oversee the field of play management, including tournaments, league play, and marquis events. This may include overseeing the activities of project managers for various events
- Oversee and collaborate with the Bullpen Bar and Grill Manager to optimize revenue, customer satisfaction and park visitor experience.

#### *Human resources planning and management*

- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review

### *Financial planning and management*

- Oversee cash management and financial procedures including collections and receipts of funds (and policies therein), payments, purchase orders, signing authorities, refund policies, ect.

### **Qualifications**

The ideal candidate will hold a Bachelors or Master's Degree in a related field of Sports Management or Recreational Management. They will have worked in this field for a minimum of two years, and have enthusiasm and energy to build a culture of excellence. They will be fully available to work a flexible schedule, knowing that our primary customer base attends on weekends and evenings.

### *Knowledge, skills and abilities*

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc...
- Knowledge of current community challenges and opportunities relating to the mission of the organization

### *Proficiency in the use of computers for:*

- Word processing
- Financial management
- E-mail
- Internet

### *Personal characteristics*

The General Manager should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

#### *Working Conditions*

- General Managers usually work in an office environment, but the mission of the organization may sometimes take them to non standard workplaces.
- General Managers work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

#### **Compensation**

Commensurate with experience \$52,000-\$62,000 annually + full benefits. Salary will increase with the growth of the organization.

Please submit your CV to [info@softballcity.bc.ca](mailto:info@softballcity.bc.ca)