



Position Title: Executive Director

Organization: Paradise Soccer Club

Location: Paradise, Newfoundland & Labrador

Position Summary:

The Executive Director (ED) is the chief executive officer of the Paradise Soccer Club (PSC), a dynamic and community-driven organization serving approximately 1,600 members, including players, coaches, staff, and volunteers. The ED provides strategic leadership and operational oversight to ensure the club's mission - to provide a valuable recreational opportunity for the youth of the Town of Paradise and to promote community spirit through the sport of soccer - is successfully achieved. This role is responsible for day-to-day operations, long-term planning, financial stewardship, and stakeholder relationships.

Key Responsibilities:

Leadership & Strategic Planning

- Collaborate with the Board of Directors to develop and lead the implementation of the club's strategic plan and long-term vision, including the continued growth of PSC.
- Provide leadership and guidance to staff and volunteers in order to ensure consistent alignment with the club's mission and values and the achievement of PSC's organizational objectives.
- Take the lead role in the efforts required to prepare for, host and grow the annual SunSplash soccer tournament.
- Act as the official spokesperson for PSC as well as the key liaison between the Board, membership, and external partners.
- Represent Paradise Soccer Club at municipal, provincial, and national levels.

Operational Oversight

- Lead the planning, execution, and evaluation of all soccer programs, including those associated with PSC's recreational soccer program, youth and senior teams, tournaments, and camps.

- Lead the management of scheduling, registration platforms, facility usage, and league participation.
- Review and develop Operational Policies, as needed.
- Ensure compliance with regulations and standards from governing bodies, including the NLSA and CSA.

Financial Management & Fundraising

- Manage and keep the accounts and corporate affairs of PSC including the preparation of quarterly financial reports, and such other reports as may be requested by the Board of Directors.
- Develop and oversee the club's workplan and corresponding annual budget in partnership with the Treasurer and Board of Directors.
- Ensure fiscal responsibility, financial stability, and transparency in financial operations in collaboration with the Board of Directors.
- Manage financial reporting, payroll, and day-to-day fiscal responsibilities.
- Design, implement and grow the revenue generating activities to support club sustainability and development, including sources such as sponsorships and grants, organizing fundraising campaigns, hosting special events, selling merchandise, expanding registration, etc.

Human Resources & Volunteer Engagement

- Recruit, hire, train, and manage club staff and contractors, including the Technical Director, Club Administrator and other personnel.
- Provide oversight and guidance to the Technical Director relating to the recruitment and training of volunteer coaches, team managers and youth referees.
- Foster a culture of collaboration, professionalism, development, equity and inclusion within PSC.
- Coordinate and support the club's volunteer base, including board members, coaches, team managers and event volunteers.

Communications & Stakeholder Relations

- Serve as the public face of Paradise Soccer Club, ensuring clear, timely, and effective communication with all stakeholders.
- Maintain and grow positive relationships with sponsors, community partners, schools, other soccer clubs, NLSA/CSA, the Town of Paradise and both provincial and federal government departments (as required).
- Attract clubs from outside the province to participate in Sunsplash.
- Oversee internal and external communications, including newsletters, website, social media, and public statements.

Board Relations & Governance

- Provide regular updates to the Board of Directors respecting organizational performance, financial status, program outcomes, and strategic initiatives.
- Ensure the minutes for the meetings of the Board of Directors and its Committees, and of the Annual General Meetings are compiled and kept.

- Establish Operational Committees to facilitate the delivery of PSC's mission and strategic plan.
 - Ensure that all activities adhere to safety protocols and regulations.
 - Maintain familiarity with, comply with, and enforce all PSC by-laws, procedures, and policies as may be amended from time to time.
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Qualifications:

- Leadership experience in sport, non-profit, business or community-focused organizations.
 - Knowledge of youth soccer programming and club operations is an asset.
 - Financial management experience including budgeting, reporting, and fundraising.
 - Excellent interpersonal, communication, and team leadership skills.
 - Technical proficiency in Microsoft Office and/or Google Workspace applications and QuickBooks (or comparable accounting softwares) required, with experience using RAMP InterActive and website development applications preferred.
 - Experience managing staff and volunteers in a multi-program environment.
 - Post-secondary education in Sport Management, Business, Nonprofit Administration, or related field or equivalent experience is an asset.
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Working Conditions:

- Monday to Friday, standard business hours.
 - Evening and weekend availability will periodically be required for meetings, events, and games.
 - May require travel within Newfoundland and Labrador or nationally.
 - Work environment is expected to be hybrid, with a combination of both on-site and at-home work hours based on the weekly needs of the club at different times during the year.
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Salary:

- The salary for the Executive Director position at PSC will be commensurate with qualifications and experience, and competitive within the sports administration sector.
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How to Apply:

- Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to careers@pysa.ca. Please include "Executive Director Application" in the subject line. The deadline for the submission of applications will be **October 31, 2025**.