



Executive Director Part-Time

Campbell River Region
Campbell River

Saturday December 6, 2025

\$31 - \$40/ hour (\$40,000-50000 part-time)

Company: Campbell River Youth Soccer Association

Website: <https://crysa.bc.ca>

Industry: A&E/Recreation

Remote/Camp Based Job: No

How to apply:

Send your resume and cover letter to accelerated@crysa.bc.ca

Expiry Date:

Saturday, December 20, 2025

Details:

Purpose The Executive Director (ED) of the Campbell River Youth Soccer Association (CRYSA) is the Association's primary contact between the Board of Directors (BOD) and the CRYSA employees. The ED leads the day-to-day operations of the club and supports the long-term growth of youth soccer in our community. This leadership role will work closely with the BOD, providing a managerial role directing employees in the execution of their duties, and liaise with agencies external to CRYSA. It is noted this role is a new addition to CRYSA, and is expected to be adjusted during implementation. It is understood that candidates will not have experience / expertise in all of the duties and skills listed below. Please apply if you are strong in several of the areas listed.

Duties and Responsibilities

- Have a full understanding of CRYSA bylaws, policies and procedures, ensuring CRYSA is managed in accordance with them.
- Oversee the Technical Director (TD), the Administrative Assistant (AA) and all others who provide paid or volunteer services to CRYSA, ensuring operational efficiency.
- Act as a liaison between the TD/Admin and the BOD regarding their areas of responsibility.
- Implement core working hours and office presence of the ED, TD and AA to support coordination and collaboration.
- Establish regular meetings with minutes, action items, responsibilities and due dates.
- Oversee day-to-day operations and make low-impact decisions, informing the BOD as required.
- Monitor programming, player and coach development to ensure alignment with the BOD's overall vision.
- Work with the TD, AA and appropriate BOD members regarding the development and operational plans of all soccer programs for presentation to the BOD for approval.
- Liaise with external agencies including UISA, LISA, City of Campbell River and local sports agencies.
- Ensure that all decisions and/or directives of the BOD are implemented in a timely manner.
- Attend BOD meetings providing updates on operational activities.
- Assist Directors in the execution of the individual Roles and Responsibilities.
- Assist Directors, TD and AA in procurement requirements when requested.
- Work with the Treasurer to support creating monthly operational and financial reports, including rolling forecasts.
- Develop budget proposals and participate in the annual budget process in close collaboration with Board members.
- Monitor and evaluate CRYSA's business model and procedures, looking for ways to improve.
- If there is a conflict involving the ED, the problem will be referred to the CRYSA Executive. The ED will abide by their decision.

Commitment Commitment: 20 hours per week.

Qualifications & Experience:

Knowledge and Skills • Have a basic understanding of CRYSA's constitution and operations. • Have a complete understanding of the Roles and Responsibilities of all Directors, Administrator, and Technical Director. • Ability to take directions, provide direction to others, and ability to delegate. • Ability to communicate complex information clearly, concisely, and in a supportive, service-oriented manner. • Excellent written and verbal communication skills, with the ability to engage effectively with parents, players, coaches, board members, staff and community stakeholders. • Experience navigating sensitive issues with professionalism, discretion and sound judgment. • Experience and ability to manage and lead technical staff and volunteers. • Comfortable working with club management systems, scheduling platforms, spreadsheets, financial tools, email marketing tools, cloud-based file systems and general office software. • Strong financial acumen.
