

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Director of Clubhouse Operations

**Purpose:** The Director of Clubhouse Operations is responsible for ensuring that the clubhouse building and surrounding grounds are properly maintained.

## **Duties and Responsibilities**

- Working with the Executive, establish acceptable protocols for the maintenance of the building and surrounding grounds to ensure a positive image of CRYSA.
- Ensure the sign board is properly maintained with current communications.
- Ensure arrangements are in place for grounds watering, grass cutting and fertilizing, grounds weeding, and bush maintenance.
- Arrange for periodic pressure washing of exterior concrete surfaces.
- Ensure proper maintenance and repair of all painted exterior surfaces.
- Ensure roof drainage systems are in good working order.
- Establish and monitor interior cleaning procedures for both internal and external user groups, inclusive of having the dumpster emptied as required.
- Ensure purchase and stocking of cleaning and washroom supplies, and lighting fixtures.
- Ensure all appliances are maintained in good working order.
- Participate in requests for building improvements (shelving, storage, etc.)
- Conduct and maintain inventory of all CRYSA owned furnishings and machinery.
- Ensure that any CRYSA inventory items that are loaned out are documented and returned.
- Participate in the CRYSA financial process by providing an operating budget and submitting documentation of all purchases.
- Establish procedures for, and administer booking of CRYSA facilities.
- Attend scheduled CRYSA Board of Director meetings.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Demonstrable ability to effectively work with CRYSA representatives, coaches/managers, parents, players, and vendors.
- Attention to detail and ability to organize.

## **Commitment**

The time requirements for the Director of Clubhouse Operations fluctuates throughout the year, however it is not anticipated to exceed one hour per week. Travel may be required to vendors to pick up supplies.

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

December 7, 2015