



Ottawa TFC*

2075 Trim Road, Orleans Ontario, K4A 3R2
Tel: 613-573-7627 www.ottawatfc.com



ACADEMY and COMPETITIVE LEAD MANAGER

Ottawa TFC* (CUSC operating as Ottawa TFC), is a not for profit corporation registered in the province of Ontario is looking for qualified candidates to fill the position of Academy/Competitive Lead Manager for Ottawa TFC.

Duration of Services: This Contractual Service Agreement shall be for one annual period covering February 1, 2020 to January 31, 2021.

Academy and Competitive Lead Manager Requirements

Duties:

- Contractor will act as the coordinator for all competitive and academy managers at Ottawa TFC. In this position they will report to the Manager of Operations (Jordan Lundin).

Responsibilities:

- Contractor is responsible for coordinating the efforts of all competitive team managers for the spring/summer and fall/winter seasons. This will include:
 - On-boarding and training new managers at the beginning of each season.
 - Liaising with administrative staff and technical staff to communicate with managers on a regular basis.
 - Keeping the manager's manual up to date, and familiarizing all managers with it.
 - Being the first point of contact for all managers.
 - Assisting with parent meetings at the beginning of new seasons.
 - Coordinating tasks that are common across all competitive teams, such as parking passes, uniform distributions, etc.
 - Managing the Ottawa TFC club team-snap account.

Other Responsibilities:

- Attend staff and club meetings when required.
- Responding to club emails in a timely manner (within 24 hours).

Compensation:

An honorarium towards club/player fees will be associated for the provision of services specified herein.

Applications:

Please send your CV and interest to jlundin@ottawatfc.com. Applicants must be 18+ years old.

* *Cumberland United Soccer Club operating as Ottawa TFC*