



## **Club Administrator (Student / Part-Time)**

**Note: Due to ongoing COVID-19 situation this position may not be fulfilled if the Soccer Season is cancelled.**

The Valley East Soccer Club (VESC) is looking for a motivated, organized, and responsible secondary or post-secondary student for the role of Club Administrator for our 2021 Season.

You will be the primary contact person for the VESC during the regular season coordinating between, Club Head Referee, City of Sudbury, Coaches, and Board of Directors, among others.

### **Reporting Relationship**

- Operationally, the Club Administrator interacts with the Board of Directors
- Direct reporting is to the President and Treasurer

### **Responsibilities:**

- General office administration including online correspondence.
- Direct specific enquiries to appropriate VESC Director as required
- Pick up mail from VESC post-box and distribute to appropriate Directors
- Keep track and advise of needed supplies
- Maintain and organize cleanliness of the Referee Shed
- Maintain and organize registration forms by division and team
- Submit refund requests to the VESC Registrar and Treasurer
- Process registration refund requests as per Club policy; maintain a list of refunds and keep it up to date
- Oversee the scheduling of game officials (referees and linesmen) throughout the season including the end of season playoffs in collaboration with the Club Head Referee
- Act as liaison with the City of Greater Sudbury when it comes to availability of fields, weather/safety concern, etc.
- Assist in the set-up and roll-out of coaches' meetings, uniform allocation, referee meetings, etc.

- Provide support in the coordination of the end of season playoffs
- Attend and actively participate in all Board of Directors meetings
- Undertake a marketing role, primarily in the development and implementation of the club's fundraising plan which includes identifying local and corporate sponsors, increasing sponsorship awareness and retention, and identifying new revenue streams

**Qualifications:**

- Currently enrolled in a secondary/post-secondary institution and returning to full-time studies in the fall of 2021
- An interest in, and knowledge of soccer in general including game officiating
- Proficient in MS Office programs including but not limited to MS Word, Excel, and Outlook
- Must have excellent verbal and written communication skills
- Strong interpersonal skills with a customer service focus
- Demonstrated management abilities and skills
- Experience with scheduling and attention to detail
- Ability to communicate in both English and French will be considered an asset
- Motivated self-starter; ability to work proactively with minimal supervision
- Ability to work non-conventional hours

The position will be 35 hours per week, beginning the week of May 3<sup>rd</sup>, 2021 for a period of 16 weeks (COVID restrictions permitting). This position's rate of pay has been set at \$14.25/hr. This position may not be required if the season is cancelled due to COVID-19 restrictions, but we would consider candidates for next season if they are still eligible.

Interested candidates are encouraged to submit a cover letter, resume, and a minimum of 2 professional references. **Electronic submissions only.**

**Deadline:** Applications must be received no later than 5 p.m. on Friday, April 23<sup>rd</sup>, 2021. **Email:** info@valleyeastsoccer.com **Attention:** Club Administrator Recruitment Committee.

The Valley East Soccer Club thanks all interested applicants. Only those selected for an interview will be contacted.