



Huntsville Soccer Club - Job Description

Job Title: Club Administrator

Reports to: Huntsville Soccer Club President

Overview

The Huntsville Soccer Club (the Club or HSC) is a non-profit organization whose vision is to be a leading community organization in Huntsville, Ontario.

Job Description

The Club Administrator is responsible for the overall management and coordination of programs for the Club and to assist the members of the Huntsville Soccer Club Executive with the coordination of all soccer programs.

Specific duties and Responsibilities:

- Management of the Club's email, social media and other communication channels
- Responsible for effective, professional and clear communication with the Club's Executive, coaches, volunteers, membership and public
- Assist with registration and tracking of all HSC players via online or in-person registrations
- Registration of all programs, divisions, teams and players into Ontario Soccer's registration system
- Working with the team staff to ensure they have all their administrative matters complete- team rosters, player cards, tourney and travel permits, organizing field bookings and ensuring they're using all the HDSA/OS platforms to complete the above.
- Coordination of all youth Outdoor House League programs with the assistance of the Minor Soccer Coordinator; including registrations, field bookings, assembling coaching packages, team lists, uniform order and Soccer Day
- Coordination of Development (u12 and below) and REP programs (u13 and above via Muskoka United FC), with the assistance of the Rep Coordinator and MUFC, including registrations, field bookings, team lists and uniform order
- Coordination of all adult outdoor programs with the assistance of the Adult Coordinator, including registration, field bookings, pictures and uniform order
- Coordination of all indoor soccer programs with the assistance of the HL Coordinator, Rep Coordinator and Adult Coordinator, including registration, uniforms and team lists
- Assist with yearly sponsorship drive, with the help of Sponsorship Coordinator
- Assist with yearly recruitment of volunteer coaches
- Produce documents, spreadsheets and databases to assist and maintain records for the Club
- Some minimal assistance in development of annual budget
- Collecting registration fees and providing refunds when required
- Apply for government grants to support club programs with the assistance of board members
- Creation and coordination of all advertising and other promotional materials via radio, newspaper, twitter, Facebook, Instagram, etc.
- Monthly email communications to membership
- Ongoing maintenance of Website

- Coordination of special events - Tournaments, Coaches Meeting, Annual General Meeting, Soccer Day, In-person Registrations, Coaching Clinics, Referee Clinics and Open Houses
- Attend monthly HSC executive meeting
- Post office box mail pick-up and distribution
- Booking of outdoor sports fields, indoor gym facilities and, if applicable, conference facilities
- Renewal and filing of all annual corporate, governance, insurance and government documents and subscriptions
- Ongoing tracking and reporting of all progress to Executive

Qualifications

A successful candidate will have:

- Minimum 2 years of related experience
- Strong written and verbal communication skills
- Strong organizational and time management skills
- Knowledge of word processing, spreadsheets and the Google Suite
- Data entry and management
- Time management, Project Management and Event planning skills
- Social Media and Website content management abilities
- Self-motivated with excellent attention to details

Other assets include:

- Drivers licence and transportation to be physically at the soccer fields during event setup and tear down
- Familiar with graphic design software, social media and website design
- Have knowledge of not-for-profit organizations
- A love of soccer!

Conditions

Candidate must be able to work efficiently and effectively on his/her own and with a remote team of volunteers. There are some physical requirements during soccer season. The successful candidate will need to submit: a) a clean criminal background check & b) references.

Job Type / Compensation

Part-time; seasonal - hours will vary; roughly 10 - 15 hours per week (more hours will be required during the timeframe leading up to the outdoor soccer season). Hourly compensation: approximately \$25/hour (to be finalized with successful candidate).

Please note that Muskoka United FC is also looking for a Club Administrator and, if desired by the Clubs and the applicant, there is a chance that the same individual could serve as Administrator for both clubs. See job posting to be posted at: www.muskokaunitedfc.com. In addition, HSC is aware that Bracebridge Soccer Club is also looking for a Club Administrator; again, and if desired by the various Clubs and the applicant, there is a chance that the same individual could serve as Administrator for all clubs. See job posting to be posted at: www.bracebridgesoccer.ca.