



St. Thomas Soccer Club

Administrative Coordinator

Job Summary

Provides a variety of administration functions for the St. Thomas Soccer Club, which is a not-for-profit Club which has been in operation for over 50 years within the St. Thomas community. This role will support the Board in its day-to-day customer service needs, answer inquiries and provide proper information and direction to our members for appropriate Club programming that is available to them.

Reports to

President or Vice President of the St. Thomas Soccer Club, working under the lead of the Board.

Purpose

- To assist in handling office related matters such as: registration, facility improvement, event scheduling and organization, sponsorship and promotion of the club as whole.
- To ensure the Club Operates administratively in a Professional atmosphere.

Key Duties and Responsibilities

- Addressing the emails, phone, and voicemail inquiries in courteous and timely fashion.
- Performs basic administrative, clerical, and data entry duties.
- Creating Registration forms online and for in office registration.
- Tending to registrations for all programs, uploading and troubleshooting on Sports Engine site
- Marketing programs and upcoming events via website and social media.
- Up keeping of Website and Social Media pages
- Attends registration sessions and meetings as required to support the community soccer program.
- Tends to the day-to-day Youth Recreational and Youth Competitive Teams Operations of the Club.
- Assisting in managing all aspects of team formation, coach requirements and team management.
- Obtaining and recruiting new volunteers to assist on a yearly basis
- Assisting and organizing Uniform orders for the House League, Competitive/Development programs.
- Assist Club coaches and be aid in coaching correspondence.
- To ensure all Club Coaches have the proper credentials required to be a Coach/Manager.
- To ensure that all Coaches adhere to Club policies and procedures.
- Submitting applications to Host, marketing, and organize most aspects of Tournaments and Exhibition Games
- Knowledge/participation in the League's soccer program would be an asset but not a requirement
- Previous sports program management and recreation program scheduling experience would be an asset.

Job Skills and Abilities

- Demonstrates ability to complete duties within the indicated timelines / deadlines.
- Demonstrates time-management skills with the ability to multitask.
- Demonstrates effective communication and problem-solving skills.
- Demonstrates ability to work collaboratively as part of a team.
- Good oral and written communication skills.
- Strong computer skills.
- Attention to detail is asset.

Additional Information

- Work hours are flexible as long as tasks are completed within the required timelines.
- Approximate hours range from 20-30 hours/week. May vary during seasons.
- This role will be required to work 10 hours a week in person for office hours at the St. Thomas Soccer Club Office.
- Police Information Check is required.

Other Duties

- Special Events in Community, Tournaments and Festivals, etc.

To apply, applicants must submit a cover letter and resume, as a single PDF file, outlining experience and qualifications. Applications will be received until 4:30 pm on Friday April 19, 2024 and must be sent to president.stthomassoccer@gmail.com

We thank all applicants for applying and advise that only those selected for an interview will be contacted.