



Position: Club Administrator

Position Status: Contract- Full Time

Reports to: Executive Director/Director of Soccer

Hours: 30-40 hours per week

Halifax County United Soccer Club (HCU) HCU is a community soccer club located in Halifax, Nova Scotia that offers quality soccer programming to Halifax and surrounding areas.

HCU is currently seeking a dedicated and passionate club administrator, who will complete the everyday administration of the club. This includes offering administrative support to the Executive Director, Director of Soccer and senior technical staff in their programs including but not limited to: Mini/Community, Skills Center, Pre Performance and Performance programs.

Requirements:

- Flexible availability Days/Evenings/Weekends

Duties to include but not limited to:

- Provide administrative support to Directors and Technical Operations
- Work closely with the Executive Director and Technical operations to plan, manage and execute program timelines
- Support Technical staff in operations in compliance with SNS Operational Rules
- Work directly with uniform providers to submit and distribute orders
- Provide and uphold a high level of customer service for our members
- Tracking and maintaining up to date inventory of all club equipment
- Maintain and tracking of all coaching certifications and requirements
- Maintain and contribute to the requirements of Club Licensing
- Research and apply for government funding and grants as needed
- Communication to membership on programming, schedule, policies, and club updates
- Registration of all players and team officials as needed.
- Assist Technical and Operations with scheduling, and managing schedules and deadlines
- Answering phones and responding to emails in an efficient manner, re-directing as required.



- Provide support when needed for club events, including but not limited to game day operations, clinics/camps, community events etc
- Manage all field allocation/permit requests and payments
- Process payment requisitions and submit to Treasurer in a timely manner
- Manage and administer payroll and payments to operations and technical staff
- Maintain and reconcile all player accounts and payments, following up with those who have delinquent accounts
- Maintain Demosphere, Teamsnap and other management software/tools for all teams including schedules, rosters and deadlines.
- Maintain accurate records of all player and coach information

Experience & Qualifications:

1-3 years of office administration experience and/or sports management

Experience within a sport organization would be an asset

Excellent verbal and written communication skills in English

Strong customer service is essential

Interest or knowledge in the game of soccer is preferred

Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Capable of working in a fast-paced environment

Ability to work independently with little supervision

Strong organization and time management skills

Ability to meet deadlines

Post-secondary education in sports management or business administration is an asset

Working knowledge of Demosphere is an asset

Experience with Human Resource administration/management an asset

Experience and knowledge of municipal, provincial and federal funding/grants an asset

Salary: Negotiable based on experience

Please submit your resume and cover letter to: mallory@hcusoccer.ca

Deadline is April. 29th 2022, 5:00pm

We thank all applicants in advance; however only candidates to be interviewed will be contacted