



CUMBERLAND UNITED - UNIS SOCCER CLUB



Tender Notice: CLUB ADMINISTRATOR

The **Cumberland United-Unis Soccer Club (CUSC)**, a not-for-profit corporation registered in the province of Ontario, is seeking all qualified candidates to apply for the position of club administrator.

Overview and Responsibilities:

Reporting to the Vice President and the Club Head Coach (CHC), this position will provide administrative services supporting all club programs from ages 3 to adult.

Administrative Support for the Development and Competitive teams

- In coordination with CHC and the Rec coordinator, oversee the administrative running of all development and recreational leagues.
- Schedule and reschedule team games for the development league
- Provide general administrative support for those categories (e.g. finding and training convenors, creating teams and schedules, overseeing proper timelines of equipment, trophies, etc).
- In Coordination with CHC and VP, submit all facility applications on behalf of CUSC for programs across the entire year.
 - Coordinate reschedules and adjustments as required during the year (maximum 24 hour turn-around during peak season from May-August).
- Constant Contact – creating and sending out newsletters and surveys under the direction of the CHC and BOD.

Database Administration for the Development and Competitive teams

- Provide data input updates, and verification for the following systems:
 - **Power-up Sports:** internal registration system
 - **OSA AIMS:** inputting all competitive teams into the governing body's database
 - **League GM database:** referee assignment software
 - **ERSL, EODL, EODSA and OCSL:** manage databases as needed, and act as point of contact for these organizations.
- Liaise with the CHC, coaches and team managers to obtain required information including certifications, player information, police checks, etc.
- Provide reference check-services on all competitive staff as required.
- Supervise and train part-time and contract staff during peak periods of data input.

Web Admin Duties:

- Provide web administrator duties as required. Includes:
 - Updating all relevant webpages as required by the CHC and BOD
 - Producing material for the website when requested.



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General Office Duties:

- Manage and maintain the Club office.
- Staff the office as per the hours set out at by the Board (typically evenings and weekend mornings)
- Provide courteous and timely assistance to all clients. This includes answering the phone, responding to in-person requests and triaging emails.
- Provide administrative support to the VP and CHC as required, e.g. Reports, booking facilities, collect funds, etc.

Candidate Qualifications

- Related University or college degree preferred.
- Demonstrated administrative and organizational abilities.
- Friendly, patient, and customer oriented demeanor required. The candidate will often be the first point of contact for customers, and must represent the club in an outstanding manner.
- Competent and comfortable with basic computer software, including Microsoft office, etc.
 - Experience with relevant software and systems a bonus: Power-Up Sports, OSA Aims, League GM, OSA databases, and Demosphere web-designer.
 - Able to learn new software quickly.
- Has access to a fully insured vehicle and has a valid driver's license for the duration of the contract.

Remuneration:

- This will be a full-time position at the club with seasonal highs and lows in required hours.
- Remuneration will be commensurate to experience and qualifications of the selected candidate.

Applications:

Applications should be sent to vicepresident@cumberlandsoccer.com no later than September 30, 2016.

Only successful candidates will be contacted for interviews.