



Ottawa TFC*

2075 Trim Road, Orleans Ontario, K4A 3R2
Tel: 613-573-7627 www.ottawatfc.com



Admin and Registrar Assistant

Ottawa TFC* (CUSC operating as Ottawa TFC), a not for profit corporation registered in the province of Ontario is looking for qualified candidates to fill the temporary position of Admin and registrar assistant, reporting to the Club Administrator.

Duration of role: This agreement shall be for the period covering May 6, 2019 to June 30, 2019. An average of 40 hours per week will be worked during this period.

Responsibilities/Duties:

Assist with all administrative and registration elements of the club. This will include but not be limited to:

- Working in the registration system (power-up sports) to update player, team and league databases
- Working the office during open office hours: accepting orders, general customer service, accepting payments, etc.
- Answering phone calls and providing customer service/assistance to members.
- Scheduling fields for game and practices, and helping to create league schedules.
- Managing Rescheduled games.
- General administrative assistance in running the club's house leagues.
- Participate in staff meetings as required.
- Assist with admin planning and operation duties surrounding club events, parent meetings, festivals, tournaments.
- Assist as required with producing material for club excellence and/or OPDL applications.

Other Requirements:

- Be comfortable working in an office setting.
- Possess strong computer skills, and be comfortable learning new software and applications quickly.
- Be available to occasionally assist with programs at remote locations (ie: on various fields used for club activities)
- Employee must have been a full time student in the previous year, and must be planning to return full time to school in the next school year.

Other Requirements:

- Must be between 18-30 years of age.
- Available to work between 10:00 am and 8:00pm on weekdays, for a minimum of 35 hours per week.

Compensation:

Depending on experience and certification level, \$15-\$18 per hour.

Applications:

Please send your CV and 3 references to gm@ottawatfc.com. Also please include the date from which you would be available to work a minimum of 35 hours per week, for 8-9 weeks continuously. Applicants must be 15-30 years old.