



JOB POSTING - Soccer Administrator

Job Summary: Provides a variety of administration functions to Heritage Point Community League (the League)

Reports to: Sports Director and the Board Executives

Key Duties and Responsibilities:

- Performs administrative, clerical, and data entry duties
- Attends registration sessions and meetings as required to support the community soccer program
- Assists as needed to support the soccer program as directed by the League such as communicating with participants, forming teams, and/or booking referees

Qualifications:

- Previous clerical/administrative experience
- 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:

- Demonstrated ability to complete duties within the indicated timelines
- Demonstrated time-management skills with the ability to multitask
- Demonstrated effective communication and problem-solving skills
- Demonstrated ability to work collaboratively as part of a team
- Good oral and written communication skills
- Strong computer skills including internet use, Windows 10, MS Excel, Word

Additional Information:

- Contractor position
- Work hours are flexible as long as tasks are completed within the required timelines
- Approximate hours range from 25-100 hours/month
- Police Information Check is required

To apply:

Send resume to Tina at vicepresident@heritagepointcl.ca Closing date for applications is January 2, 2018. Only those candidate(s) selected for an interview will be contacted.