



## **Operations and Administration Manager – Mid Isle Soccer**

Mid Isle Soccer is looking for a dynamic, organized, and committed individual who has a passion for youth sports and a desire to make a difference in the local community. The successful candidate will report to the Mid Isle Soccer Executive, provide a first point of contact for enquiries, and deliver administrative support to the Mid Isle Soccer Club.

### **Job Description**

Your assigned tasks **may** include the following (supported by members of the executive):

- Being the primary contact for members
- Administration duties: managing registration, field bookings, and the coordination of referees
- Completing required BC Soccer Charter Club requirements
- Completing and filing Societies Act documents
- Reporting out information about your work at board meeting on operations
- Under the direction of the Communications Director, assist with communication tasks including updating the website and social media pages as required
- Organizing coaching/referee training as needed
- Ensuring coaches are registered, and have updated Criminal Record checks
- Organizing and carrying out Mid Isle Soccer events (Including but not limited to: photo day, fundraisers, Annual General Meeting, tournaments)
- Other tasks as needed and requested

### **Required Knowledge, Skills and Abilities:**

- Proficient with software programs such as Microsoft Office, Excel, and Publisher
- Excellent communication and interpersonal skills; ability to communicate with tact and discretion
- Be a team player who also can work with minimal supervision and meet deadlines while prioritizing competing needs
- Satisfactory Criminal Record check/Personal Information Check

### **Schedule, Salary and Terms:**

This is a contracted salary position of approximately 65-70 hours per month at a rate of \$25/hour for a total of \$19,500-21,000 per year. Hours would be flexible and adaptable during each season. It is expected that there will be an increase in hours in August/September and a reduction in hours in December, and April – July, based on busy soccer times. The successful applicant is expected to work some evening and weekends to ensure start-up and other special events run smoothly (i.e. picture day, start-up and wrap-up events etc.)

Please send a cover letter and resume to:

[president@midislesoccer.ca](mailto:president@midislesoccer.ca) by May 28, 2021 with the subject line "Administration Application - Mid Isle Soccer"

Thank you for your interest