



Waterloo Minor Soccer Club
2001 University Avenue East, Suite 107
Waterloo, Ontario N2K 4K4
Office 519-578-9680

POSITION TITLE: Competitive Administrator
REPORTS TO: Technical Director
TERM: Part -Time, (18 hrs/week)

BACKGROUND

WMSC operates as a non-profit youth soccer club in the Regional Municipality of Waterloo. The club strives to offer its members the highest possible quality of programming. To support this goal, you will work to exceed the customer service expectations of all clients, including athletes, coaches, and parents; and will provide administrative support for all Grassroots, Competitive, OPDL, and Technical WMSC programs, courses, and initiatives.

KEY RESPONSIBILITIES

1. Client Services and Communication Responsibilities

- Serve every client positively, professionally, and efficiently with a customer first attitude;
- Process and assist clients with all technical program registration, including payments, questions, and/or concerns;
- Manage player and team official requests and inquiries for WMSC programs including Competitive, and OPDL;

2. Administrative Responsibilities

- Manage all aspects of Competitive, and OPDL player registration and communications;
- Manage all Competitive and OPDL field and facility bookings;
- Manage all Competitive and OPDL uniform orders;
- Oversee player and team official league registration in accordance with the timelines and processes prescribed by our governing body;
- Maintain records of all volunteer personnel files including tracking coaching certifications, police record checks, etc.;
- Manage TEP/TRP, deregistration forms, and other related technical program documents;
- Manage Application to Travel, Applications to Host Exhibition Games, Tournament Applications and all other competitive team paperwork requirements;
- Assist the Finance Administrator with Accounts Receivable collections;

3. Scheduling

- Develop all Competitive, OPDL, and Technical field schedules;

4. Event Management

- Organize and manage WMSC events including, but not limited to: Club Tryouts, and Ontario Cup Hosting
- Recruit volunteers to meet the resource requirements of the events;
- Manage the assigned budget for the event and work within that budget;
- Support and liaise with all WMSC staff and volunteers on a variety of tasks, as needed.

5. Other duties as may be assigned from time-to-time by the Technical Director.



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6. Qualifications

We are looking for someone who is:

- University Degree or College Diploma in Sport Management, Recreation and Leisure or related education;
- Minimum of two years' experience of working in a non-profit or sport environment;
- Enthusiastic, adaptable, and works well in a fast-paced environment;
- Serve clients positively, professionally and efficiently;
- Has a strong attention to detail;
- Is a quick learner and proficient using the computer;
- Possesses solid knowledge of MS Word and MS Excel;
- Must clear a criminal record check and vulnerable sector search;

APPLICATION DEADLINE: August 30th, 2019

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please forward your application, clearly indicating how you meet the qualifications listed above, to:
jobs@waterloounited.com

Successful applicants will be contacted for an interview.