



# K.N.S.C. *Lions*

BOX 358, KLEINBURG, ONTARIO L0J 1C0 - TEL. (905) 893-3388 FAX. (905) 939-8676

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Position: Club Administrator

Reports to: General Manager

Location: Kleinburg, ON

The Kleinburg Nobleton Soccer Club (KNSC) is accepting applications to fill the role of Club Administrator. The successful candidate will provide a variety of support services to the 1800+ members of the Club and will professionally represent the KNSC within the Kleinburg and Nobleton communities.

The KNSC serves a community of players aged U4 to U18 (as well as adults) in both a recreational (house league) and competitive play capacity.

The KNSC Administrator performs a wide range of duties including the following:

- Acts as main point of contact for the Club, providing high quality and timely customer service to all stakeholders (e.g., players, parents, volunteer coaches, service providers, leagues, etc.) and responds/redirects inquires received in person by phone or email.
- Provides administrative support to the General Manager.
- Attends District and League meetings as required.
- Prepares reports, memos and documents as required.
- Maintains membership and registration database management including set-up of registration events in the online registration system (Power Up), entering paper registrations and updating registration records with mail in payment information or program changes, assisting players and parents register for their appropriate age level, register players with AIMS database as required.
- Processing accounts payable/receivable, bank reconciliations and deposits ensuring timeliness and accuracy of information.
- Organizing and maintaining multiple schedules for fields, teams, referees, tournaments, etc.
- Recruitment of volunteers: coaches, managers, etc
- Rosters teams and provides initial communications to coaches and parents
- Maintain records of all volunteer personnel files including tracking coaching certifications, police record checks, etc.
- Recruitment of volunteers (coaches, managers) as required.
- Other tasks as required.

**Qualifications:**

- Post-secondary education in sports management or business administration or equivalent experience working in not for profit sports environment
- Minimum 3 years of experience in an administrative capacity preferably in a not for profit sports environment
- Proficient skills and knowledge of relevant software including MS Office (Word, Excel, Powerpoint, Outlook)
- Proficient skills and knowledge of Player Registration programs, specifically Power Up, AIMS and E2E
- Strong interpersonal skills and a professional co-operative manner.
- Flexible and adaptable to respond to changing priorities.
- Self-reliant and organized with good time management skills to assess and address priorities appropriately.
- Excellent attention to detail and accuracy.
- Constructive working relationship with Club volunteers, officials, players and families.
- Excellent communication skills – written and verbal.
- Availability to work non-standard office hours (evenings/weekends) as required with posted office hours

To Apply:

Please submit your cover letter and resume to: gm@kpsc.ca by the application deadline of: **Wednesday August 15<sup>th</sup> 2018.**

*We thank all applicants for their interest but only those selected for an interview will be contacted.*