



Calgary Rangers Soccer Club – Job Posting

Position: Grassroots Administrator & Club Gear and Equipment Assistant

Status: Full Time, 35 to 40 hours per week (evening and weekend work will be required)

Report to: Club Manager

General Responsibilities:

Grassroots Administrator

- Main member contact for Grassroots programs inquiries (Young Rangers & 3v3 Street Soccer programs)
- Responsible for all administrative communications with Grassroots parents, players and coaches
- Responsible for building of team rosters, and along with the Grassroots Director, the procurement and assignment of volunteer team coaches
- Assist the Grassroots Director with staff scheduling for all sessions
- Managing all special grassroots events including photo sessions, mini tournaments and Christmas activities
- Working from a continuous improvement philosophy to identify new ideas or approaches that can improve the grassroots experience for all participants

Club Gear and Equipment Assistant

- Assist with the collection and distribution of equipment bags and uniforms for all programs
- Assist with season setup dates for club equipment, including but not limited to, team bag organization days, and outdoor net setup days
- Responsible for weekly online gear sale order pick-up dates (either 1 or 2 dates per week depending on time of season)
- Attend in-person gear sales at key dates throughout the year, including but not limited to, evaluations, first day of programs, Christmas sale and 3v3 tournament sale
- Track orders and pickups through established documentation
- Maintain accurate inventory through regular updates and assist with quarterly inventory counts
- Work closely with Rangers members
- Attend and assist with club events
- Other duties as required by the association

Essential Skills:

- Excellent Microsoft Word, Outlook and Excel skills
- Well organized and able to handle multiple tasks at the same time
- Ability to take direction and ask clarifying questions



- Ability to complete tasks on time with limited supervision
- Extremely strong attention to detail and willingness to complete assignments/projects using very high standards
- Soccer knowledge and an understanding of the Calgary system would be considered an asset but is not necessary
- Flexible working hours- evenings and weekends will be required
- Excellent communication skills
- Ability to establish priorities, meet deadlines and work under pressure

Qualified applicants are invited to submit their resume with cover letter and salary expectations by 4:00pm (MDT) on August 29, 2019 to Jennifer Hogg via email to Jen@CalgaryRangers.com NO PHONE CALLS PLEASE. Calgary Rangers thanks all applicants but will contact only those who will be invited for an interview.