

## **Youth Administrator**

FAA is seeking 1 full-time summer youth administrator. This important role supports the club's Senior Administrator in helping the summer program run smoothly.

The role is 35-40 hours per week during the summer break, but opportunities for hours before and after the summer break are available.

Work is from 8am - 2pm @ Feildian Grounds, Monday through Friday, with additional hours worked as needed from the clubhouse or home.

Duties include:

- Being the point of contact for parents & coaches - answering calls to the club's cell phone & e-mails to the club's e-mail address;
- Ensuring all players are registered & paid, including helping with funding applications for families;
- Scheduling youth coaching staff to ensure staff are getting their hours, doing duties they enjoy, and the club's programming is adequately staffed;
- Running the canteen, including buying supplies, leading the canteen team & handling the cash;
- Reconciling the cash tin each day and doing up deposits for the treasurer;
- Providing sign in & out sheets for the coaches to use for camps;
- Maintaining the online field schedule to reflect all games and practices;
- Ensuring teams are registered for tournaments;
- Assist with other Admin matters as needed;

Applicants should be accountable, self-starters, good at multi-tasking, have good communication & computer skills, and preferably be familiar with the club & local soccer scene.

- Pay will be between \$16.00 & \$18.00 based upon age, experience and skill set.

- We are committed to a diverse and equitable environment and providing a safe and constructive workplace.

### **HOW TO APPLY:**

Applications: Resumes with Covering Letters should be submitted to the Club's Senior Administrator, Janine Campbell ([janine.campbell@feildians.ca](mailto:janine.campbell@feildians.ca))

Application Deadline: April 14, 2024

All applicants will be contacted but not all may be interviewed.

Interviews will take place between April 18 - April 30, 2024.

Positions will be awarded by May 4, 2024.