Duties of the Soccer Sport Coordinator- Administrator

* Preparation of Alberta Soccer Association (ASA) Team Roster Forms.
* Maintenance of a Coach Certification Database.
* Maintenance of a Volunteer Database.
* Maintenance of a Sponsorship Database.
* Monitors and Collects Fees and Deposits.
* Coordinates Advertising
* Send posts to the local press regarding teams or FSS special events
* Administration of Booking and Scheduling of venues for FSS soccer related activities.
* Book Outdoor fields and Indoor fields for team and organization usage
* Coordinates Purchases for fundraisers, special events, etc.
* Coordinates Coaching Courses.
* Manages Photo Related Activities.
* Assistance in Revisions of Organizational Documents.
* General Reception Activities.
* Gets Team snap up and running for the start of each season
* Monitors team snap during office hours
* Monitors and maintains the FSS website
* Get expenses ready weekly and secure signers
* Support team managers in their role.
* Get preseason prep ready with assistance from all Directors
* Work with ASA and RAMP to get season up and running