



MHSA

#101 - 533 2nd Street SE
Medicine Hat, AB T1A 0C5
403.529.6931
medicinehatsoccer.com

Registrar & Administrative Coordinator

Part-Time (18-25 hours) | Potential for Full-Time Growth
\$18–\$22 per hour (based on experience)

Are you organized, detail-oriented, and passionate about community sport? Our Soccer Association is looking for a **Registrar & Administrative Coordinator** to support our growing programs and help keep our operations running smoothly.

This is a part-time position approximately 18-25 hours per week, may increase during peak seasonal registration periods and has the opportunity to grow into a full-time role as the organization expands.

Position Overview

The Registrar & Administrative Coordinator plays a key role in managing player registrations, supporting communication with families, and assisting with general administrative operations.

You will be one of the main points of contact for our members and help ensure a positive and organized experience for players, families, coaches, and volunteers.

Key Responsibilities

Registration & Member Services

- Manage seasonal player registrations and waitlists
- Maintain accurate player and team records
- Respond to parent and member inquiries (email/phone)
- Process payments and assist with tracking

Administrative Support

- Assist with scheduling and program coordination
- Support board and committee communication
- Help prepare reports and maintain digital records
- Coordinate basic website and registration platform updates



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General Operations

- Support event and program logistics
 - Assist with volunteer coordination and documentation
 - Maintain organized filing systems
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Qualifications

- Strong organizational and time-management skills
 - Excellent written and verbal communication
 - Comfortable working with or learning spreadsheets, email platforms, and online registration systems including Google Business and RAMP platforms.
 - Ability to work independently and as part of a team
 - Experience in sports administration, customer service, or office administration is an asset
 - Ability to maintain strict confidentiality of all member information.
 - Ability to provide a Criminal Record check with Vulnerable Sector Search
 - Ability to consistently apply and operate within MHSA bylaws, policies, procedures, rules, regulations, and Code of Conduct in all administrative duties
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What We Offer

- Flexible part-time hours (primarily Tues-Thurs with some evening/weekend availability may be required during peak seasons)
 - Opportunity for growth into a full-time office administrative role
 - Positive, community-driven environment
 - The chance to make a meaningful impact in youth sport and the city.
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How to Apply

Please submit your resume and a brief cover letter outlining your experience and interest in the role to: lacy@medicinehatsoccer.com

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