

Position: Club Administrator

Hours of Work: Hours of work need to be flexible to handle club programming; Evening and weekends will be required

Wage Range: Salary and Benefits will be discussed during the interview

How to Apply: Posting will remain open until filled. Please apply through email to president@susc.ca with a cover letter and resume. Only those offered an interview will receive a response. Three references will be requested if contacted for an interview.

Introduction:

Saskatoon United Soccer Club (SUSC) is a community-driven soccer club committed to delivering high-quality programs, developing players and coaches, and fostering a positive, inclusive environment.

We are seeking a motivated and detail-oriented **Club Administrator** to support the day-to-day operations of our club. This role is central to ensuring a smooth and efficient registration process while providing administrative support across multiple areas of the organization. The ideal candidate is highly organized, able to manage multiple priorities, and comfortable working in a dynamic environment. They are a strong communicator who can effectively interact with board, staff, volunteers, and members, and who takes pride in delivering accurate, timely, and professional support. Experience in an administrative or registration-focused role is an asset, along with a collaborative, team-oriented approach.

Job Knowledge & Qualifications:

- A minimum of one-year experience in an administrative office role is required.
- A post-secondary certificate or diploma in recreation management, business, computers, or office administration is preferred.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Outlook).
- Knowledge or experience with RAMP website backend software would be an asset.
- Self-motivated, a self-starter and capable of working independently without constant supervision. Must be able to interact and work closely with people within and outside the organization and function as a key member of the team.
- Excellent organizational skills and an ability to prioritize tasks.
- Strong interpersonal and communication skills both verbal and written.
- Experience working as part of a team of staff and volunteers.
- Ability to demonstrate initiative, creativity, and problem-solving skills.
- Knowledge of the local soccer landscape in Saskatoon and a passion for the game are strong assets

Responsibilities:

1. Registration & Systems Management

- Execute all registrations (seasonal, tournaments, programs)
- Maintain accurate databases (players, coaches, volunteers)
- Ensure compliance with governing bodies
- Manage registration platforms and reporting

2. Scheduling & Logistics

- Build and manage:
 - Training schedules
 - Game schedules
 - Event schedules
- Execute facility bookings within approved plan
- Coordinate referees and league logistics
- Adjust schedules as needed during the season

3. Tournament & Event Execution

- Execute tournament logistics:
 - Registration setup and tracking
 - Scheduling (games, facilities, referees)
 - Volunteer coordination
 - Team communication
- Deliver all operational aspects of club events (tryouts, community days, year-end events)

4. Support Pre-Season Evaluation Logistics with the Performance Manager

- Execute evaluation process:
 - Registration and check-in
 - Scheduling sessions
 - Volunteer coordination
 - Facility setup

5. Communication & Customer Service

- Act as primary contact for:
 - Parents
 - Coaches (administrative matters)
 - External inquiries (logistics-related)
- Send schedules, updates, and program communications

6. Volunteer Management

- Track volunteer hours
- Assign volunteers to roles and events
- Coordinate onboarding and scheduling

7. Support Equipment & Uniform Management with the Performance Manager

- Track inventory
- Coordinate ordering, distribution, and collection
- Ensure proper storage and replacement cycles

8. Administrative Coordination

- Support day-to-day club operations
- Coordinate across staff to ensure smooth execution
- Maintain documentation and records