



**SASKATOON UNITED SOCCER CLUB JOB POSTING
POSITION: OPERATIONS COORDINATOR**

Saskatoon United Soccer Club is looking to fill the role of the Club's Operations Coordinator. As Operations Coordinator, you will become a part of the Club's operations team and will join more than 400 plus member soccer club, comprised of youth soccer players, parents, volunteer coaches, technical and Board Members. In this role, you will contribute to the overall coordination and communication of the Club's operations by providing administrative support, assistance and interacting with multiple internal and external members.

Duties include but are not limited to:

- Administration of club activities
- Registrar of players and coaches
- Marketing/Sponsorship opportunities
- Communication with internal and external membership
- Event planning and Tournaments
- Operations reporting
- Club License coordination
- Community Engagement

The position is full time with flexibility in hours (evenings and weekends will be a requirement depending on time of season). Some of the desired skills for this position include:

- Ability to work with a variety of members
- Excellent organization and communications skills
- Ability to forecast and meet strict deadlines
- Understanding of youth sports
- Ability to work at home, in clubhouse and on location as required
- Valid driver's license & reliable transportation
- Criminal history check with vulnerable sector
- A degree or formal education is not a requirement, but would be considered an asset

Employment period: 1-year contract renewals with yearly review and bonus scale.

To apply, please submit cover letter and resume by email to President@susc.ca