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Position: Office Administration Assistant

Job Summary

The Northumberland Soccer Club (NSC) is a not-for-profit organization based in Northumberland County and is accepting applications to fill the role of Office Administration Assistant. With a predominately-volunteer based membership, we are home to over 1,500 youth and adult soccer players. NSC services a community of players ages U3 to U18 (as well as adults) in both a recreational house league and a competitive play capacity.

Reporting to the Club Administrator as well as the club executive board, the successful candidate will bring strong customer service skills, coupled with administrative experience in order to serve the membership of the club. Attention to detail and serving customers face to face will be an integral part of this position.

Overview of the Position:

- Canada Summer Jobs position so applicants **MUST be 17 to 30 years of age** as the position does require you having your G Class License
- 30 hour work week primarily Monday to Friday but will also include work on some weekends (July 25 & 26, August 15th, August 22nd)
- Shifts will be set at 6 hours per day from either 9 am to 3:30 pm or 2 pm to 8:30 pm.
- Weeks of May 19th to 21st and May 25th to 28th shifts will all be 2 pm to 8:30 pm except Friday will be 9 am to 3:30 pm
- Position begins April 6th and ends August 28th, 2020
- Pay range \$15 to \$17/hour based on experience

Job Functions/Areas of Responsibility

- Acts as main point of contact for the Club, providing high quality and timely customer service to all stakeholders (e.g. players, parents, volunteer coaches, service providers, leagues, etc.)
- Responds/redirects inquiries received in person, by phone or email.
- Prepares reports, memos, and documents as required.
- Support the Club registrations for all ages and all programs by aiding with the online registration system, taking payments, answering questions, etc.
- Help plan, implement and support other Club events throughout the season.
- Support the U8 to U17 Development and Competitive teams.

- Assist all the necessary administration functions for players, coaches, and team officials including completion of team registrations to festivals and tournaments, travel permits and reimbursement for team expenses.
- Other duties as arise and assigned.

Qualifications

- Customer service oriented
- Excellent oral and written communication skills with high attention to detail
- Highly organized and flexible with the ability to multitask
- Must be self-directed and able to complete projects with limited supervision
- Availability to work non-standard office hours (evening/some weekends) as required with posted notice
- Strong computer skills Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Experience using Point of Sale machines
- Experience in the PowerUp program is an asset

Please submit cover letter and resume to: ryan@northumberlandsoccer.com