



## Beaumont Soccer Association Administrator

Hours: Approx 60-100hrs/month - Hours vary significantly during off-season and regular season

Rate of Pay: \$30,000 annually

### Who We Are

Beaumont Soccer Association is a non-profit organization providing soccer programs for the youth of Beaumont and surrounding communities. We are part of Edmonton Minor Soccer Association (EMSA) South, a zone within EMSA.

We are committed to providing the best experience for our youth and our volunteers and continuing to grow the love of the Beautiful Game.

### Role Description

The BSA Administrator is a critical role within our organization and serves as the first point of contact for all members and future members. The position requires someone who has strong communication skills, good conflict resolutions skills, is respectful, professional and can effectively manage their time and be able to work independently.

The BSA Administrator reports Directly to the BSA President and Treasurer but will equally interact with all Directors within BSA.

### Personal Characteristics

- **Must be capable of working in a team environment, and promoting group cohesion**
- Understand ethical behavior and non-profit business practices, and ensure that own behavior is consistent with these standards and aligns with the values of the organization;
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Be coachable
- Discreet, professional and articulate, with excellent communication skills
- Well organized and efficient,
- Results-oriented and process driven

### Qualifications & Experience

- Proficient in Microsoft Office (Excel, Outlook and Word)
- Experience dealing with finances
- Own reliable transportation to attend organized events and complete tasks
- Must have access to a home office (BSA laptop computer provided)

- Must be able to provide a vulnerable sector check clearance
- Experience with organizing, managing and maintaining a website is an asset
- Experience with organizing, managing and maintaining TeamSnap is an asset
- Experience with non-profit organizations is an asset
- Experience with youth sports organizations is an asset

## **Core Responsibilities**

### Administrative Duties:

- Although the position is flexible in terms of office hours, you must be able to make yourself available and hold set office hours to allow for checking emails and responding to phone calls (BSA assigned cell phone); (Ideally Monday to Friday)
- Required to have close visual acuity to perform an activity such as: viewing a computer screen for extended periods of time; and extensive reading
- Required to attend monthly board meetings.
- Provide continuity and support to new and existing board members to ensure cohesion and transfer of information.
- Provide information and support to coaches and managers with seasonal operations, practices, games, trialists, tournaments and training.
- Communicates directly with EMSA South on behalf of the Board of Directors
- Communicates directly with EMSA South on behalf of the coaches.
- Picking up mail, picking up game sheets and preparing them for courier pick up, coordinate permits or special permissions required for events with the City of Beaumont (Parade, tournament, Soccerfest, etc.)
- Other miscellaneous administration duties

### Advertising:

responsible for carrying out all planned advertising for both indoor and outdoor seasons.

### Bookings and Events

- responsible for completing all facility bookings as required for indoor and outdoor soccer season.
- responsible for ensuring permits are obtained with the City of Beaumont for any of our annual events such as Soccerfest and Summer Splash tournament.

### Indoor and Outdoor Registrations:

- responsible for ensuring all players have provided the information required to be placed on a team and that the parents have provided a volunteer deposit.

\*INFO: The busiest time of the season is during indoor and outdoor soccer registrations. The weeks leading up to registration closing, and the few weeks after registration require the Administrator to be able to respond promptly to emails and phone calls.

### TeamSnap:

- develop an understanding of TeamSnap and be able to complete all tasks required in TeamSnap.



Website:

The Administrator is required to develop an understanding of the website and be able to complete all tasks required in TeamSnap. This is a volunteer responsibility, but the Administrator still needs to be able to handle quick problems if the volunteer is unavailable.

If this position sounds like a fit for you, we'd love to hear from you!

Applications can be sent to [president@beaumontsoccer.com](mailto:president@beaumontsoccer.com) until the November 24<sup>th</sup>, 2023.