



IT Director

Beaumont Soccer Association Board of Directors

March 2025

Mission

Beaumont Soccer Association will continue to provide technical training, regular practices, and competition at all age levels. BSA promotes the development of self-esteem, skill development and competition while creating respect for each other in sport. We commit to ensuring that any child that is interested in playing soccer will have the opportunity by offering an inclusive program.

For more information, please visit BSA's website at www.beaumontsoccer.com

Responsibilities

The duties of this position include but are not limited to:

- Provide an annual report to BSA for the BSA AGM
- Assist the BSA Administrator
- Build Team profiles into TeamSnap
- Maintain Player, Team Officials, Fields in TeamSnap
- Enter all Photo Days schedules into TeamSnap
- Enter all Technical and Goal Keeping training session schedules into TeamSnap
- Keep the beaumontsoccer.com (BSA website) information up to date, accurate and reliable
- Assist with updating all documents for Team Officials and Parents

The IT Director reports to the Executive Committee.

The IT Director position is a one year term and is voted in at the AGM.

Qualifications

Ideal Candidates will have the following qualifications:

- Understanding of websites and how to make edits
- Able to work with Microsoft teams
- Comfortable communicating through email and Teams to get tasks done
- Able to work independently

Service on BSA's Board of Directors is without remuneration.