



Job Title: Soccer Coordinator

Type: Seasonal Part-time/Full-time

Location: Bay Bulls Regional Lifestyle Centre

Start Date: Anticipated Mid-March

Job Overview

As the soccer administrator coordinator, you will play a crucial role in the smooth operation of our summer soccer programs and events. Your responsibilities will include managing administrative tasks, including management of RAMP registration platform, coordinating schedules, coordinating jersey and clothing orders, and ensuring effective communication with technical director, coaches, staff and partners. This position offers a unique opportunity to contribute to the success and growth of soccer initiatives within our community.

Key Responsibilities:

Player Registration and Database Management:

- Oversee the registration process for players and volunteer coaches, ensuring accurate and up-to-date information
- Maintain a comprehensive player database and generate relevant reports as needed
- Maintain a comprehensive coaching database

Schedule Coordination:

- Develop and manage schedules for practice, metro games, metro hosting and events (i.e. timbits jamboree)
- Communicate schedules to participants, coaches and social media platforms
- Handle rescheduling and adjustments as necessary

Jersey and Clothing Orders:

- Coordinate with supplier to order jersey kits
- Coordinate with Tim Horton's to order Timbit Jersey kits
- Coordinate with supplier to develop an online clothing store and determine items available for purchase

Communication and Liaison:

- Act as a central point of contact for soccer-related inquiries
- Stay up-to-date with all communications being sent from the metro league and NL Soccer Association
- Facilitate communication between players/parents, coaches and other partners
- Collaborate with internal and external partners to ensure seamless operations

Administrative Support:

- Provide administrative support, including document preparation, record-keeping, and filing
- Assist with budget tracking
- Assist with development of Canada Soccer Club Licensing

Qualifications:

- Proven experience and/or understanding in sports administration
- Excellent organizational and time-management skills
- Strong attention to detail and accuracy
- Effective communication and interpersonal skills
- Proficient in Microsoft office and sports management software

We anticipate the start date to be mid-March with the successful candidate working 15 hours a week until the end of April. Hours will be increased to 32.5 hours a week from the end of April to the end of August.

How to Apply:

If you are interested in working closely with our growing soccer program, please submit the following to Carla at recreation@bbbbaa.ca:

- Cover Letter
- Resume
- Code of Conduct/Vulnerable Sector Check (receipt of application will suffice until the documents are received)

The application deadline is Wednesday, February 21, 2024 at 4:00pm

We thank all those who take the time to apply, however, only those selected for an interview will be contacted.