



Job Description

Club Administrator (paid)

General Overview:

The Club Administrator role serves as the backbone of the Port Moody Soccer Club. (Officially) managed by the President, the Club Administrator supports all Club Directors and Executive Committees, and provides customer service and a level of continuity to our Members. The Club Administrator is the primary point of contact for all Club inquiries.

Responsibilities:

The assignments listed below are shown along with a percentage of expected time to be allocated to each responsibility. Other responsibilities may be added, depending on availability of time:

30%	<ul style="list-style-type: none"> • Manage/execute the Club communication plan, including drafting club communications for email, website and newsletter; including any communications added through the season for ad hoc events (i.e. special fundraiser, club promotion, etc.) • Update information on website – new photos, field status, clubhouse bookings, etc. • Field all incoming club inquiries and direct them to the appropriate contact • Pick up Club mail and distribute appropriately
5%	<ul style="list-style-type: none"> • Assist Finance/Legal Committee with filling in/materials needed for grant applications • Manage coach referee cash advances and expense reconciliation
30%	<ul style="list-style-type: none"> • Set up registration system for Fall/Winter and Spring registration (in cooperation with Registrar) • Collect photos & proof of age for player ID cards • Prepare, distribute and collect player ID cards
5%	<ul style="list-style-type: none"> • Assist Equipment Manager in inventorying, disbursement and collection of team equipment • Distribute team uniforms and keys
20%	<ul style="list-style-type: none"> • Manage field and gym contracts (assisting the gym and field coordinators) • Manage the coach database (on behalf of the Coach Development committee) • Manage referee database (on behalf of the Club Operations committee) • Provide support to Coach Development committee re coach appreciation gifts and events • Organize team photo day • Assist President with organization of PMSC awards • Organize clubhouse • Attend monthly executive meetings and provide monthly report

Note: At various times volunteers may step up to manage some of the duties listed above – in this instance other duties may be added in lieu to the responsibilities of the Club Administrator if/as required.

Hours & Compensation:

Club Administrator will be a contract position at a rate of \$25/hr. The time expectation is 35 hours per week (January through September) and 20 hours per week (October through December). This will consist of hours required during evenings and weekends. Other compensation includes coverage of cellular phone plan up to \$75/month, and compensation for expenses as pre-approved by Board of Directors.

** Number of hours is based the expected work week through the year. There are some months where more or less work is needed, and so it is expected that the Club Administrator will manage her/his time accordingly so that tasks needing to be completed in busier months can be spread over to less busy months.*