



South Simcoe United FC
PO Box 358
Alliston, ON L9R 1V6
705-890-8866
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admin@southsimcoeunited.ca

SSU Club Administrator/Bookkeeper Position

Position Terms: This position will be required to work regular full time hours during peak season March to August, and part time hours during off peak, September to February. This includes daytime office hours, and evenings and weekends to support various club programs/events. Upon successful completion of a three month probation period, this position will be a contract position for one (1) year (including the probation period). Upon completion of the one year, the contract will be reviewed with the Board of Directors and Club Manager prior to any renewal being offered.

Work Location: Remote from home, or from Club Manager's home office in Everett, or Treasurer's home office in Alliston. On field locations include Alliston & Beeton.

Start Date: As soon as possible.

Compensation: Based on qualifications/experience.

Summary: South Simcoe United FC runs Recreational & Competitive soccer programs for youth ages 18 months through to 18 years old in the Alliston & Beeton area all year round. We have over 2500 players we service each year. This position will assist in the daily financial inputting/tracking, administration of our Recreational programming, and help with on the field execution of programs/events.

This position will take direction from the Club Board of Directors, specifically the Treasurer, and the Club Manager. This position will assist in organizing, executing and managing our Recreational soccer programs on and off the field. Including, but not limited to, sponsorship, volunteer and staff recruitment, support, scheduling and training, player registration, roster and schedule creation, uniform and equipment organization (must be physically able to lift medium to large sized boxes), social media engagement, customer service to members, club financials with basic bookkeeping, etc.

Qualifications:

- Excellent verbal and written communication skills.
- Ability to work in a fast passed customer service environment with strong organizational and time management.
- Reliable, self-driven, and self-motivated.
- High degree of accuracy and attention to detail.

- Experience in supervision, scheduling, and leading student employees and volunteers.
- Experience working with children of all ages.
- Experience in the game of soccer or sports in general an asset.
- Preference to those with a sports management/administrative background.
- Demonstrated use of computer skills and social media channels, including QuickBooks, website design/inputting, Excel, Instagram and Facebook. The ability to learn website based systems quickly.
- Physically able to lift medium to large sized boxes.
- Access to a vehicle with a valid Ontario driver's license.
- Valid Criminal Background Check.
- First Aid/CPR Trained.

To apply for this position please send application including cover letter and resume to Kim Nicholl- Club Manager. Email: admin@southsimcoeunited.ca prior to **Sept 30, 2023**. Only applicants to be interviewed will be contacted. No phone calls please.