



Administration Coordinator (Full-Time – Summer)

Job Description

Duties, roles and responsibilities for this position include the following;

Summer Program(s), Tournament Hosting & Staff Coordination

- Creating schedules and assigning staff for all hosting events and summer programming (ex: House League, tournament, special events & summer camps)
- Assist supervisor with staff assignments for club needs (e.g. role clarity)
- Collaborate with the Program Coordinator in completing tasks required.
- Collaborate with Program Coordinator in program implementation ex: developing and implementing Camp curriculums and other programming
- Deliver Staff & Volunteer Orientation, Training and Mentorship
- Answer e-mails, update social media/website with program information..
- Monitoring staff performance, attendance and punctuality and reporting issues to the Supervisor.
- Overseeing completion of timesheets for staff.

Program Health & Safety

- Ensuring staff adherence to Site Safety Protocols, such as Goal Post Safety, and identifying incidents of non-conformity.
- Inventory and management of Safety Equipment (First Aid Packs).
- Ensure House League Emergency Action Plans are up to date (including players contact information).
- Identify and address safety issues as needed with House League participants (e.g., Goal Safety - players hanging off nets/equipment, staff moving goals, car parks and traffic control). Ensuring Accident / Incident Report Forms are completed as needed.
- Ensure Rule of Two and Club policies and procedures are adhered to.

Facilities, Site Security and Logistics

- Adhere to, monitor and report issues to supervisor regarding fields, facilities (e.g., buildings, bleachers, roads and parking), maintenance and / or safety concerns.
- Coordination of Site and Building Safety and Security (e.g., Locks and Alarms)? .
- Responsible for ensuring the site is secured each night (e.g., Building Doors Locked and alarms set, Field Gates and Storage Container padlocked, and confirmed to supervisor before departure.

Other Duties

- Other related duties as required.
- Meet with Supervisor weekly to provide feedback on program execution.
- Field Marshall and/or Head Marshall as and when scheduled.

Eligibility Requirements

- Essential Criteria:
 - High School Diploma or Equivalent
 - Clear Certificate of Conduct / Vulnerable Sector check.
 - Safe Sport Certification
 - Excellent organizational and written and oral communication skills
 - Proficient Skills and Experience in Microsoft Office an asset.
 - Are are a Canadian citizen, a permanent or a temporary resident of Canada or have a valid Canadian work permit.
- Asset Criteria
 - Valid Standard First Aid Certificate
 - Active Start and Fundamentals Coaching Certification
 - Soccer knowledge/experience

If you meet the qualifications and have a passion for soccer and youth development, we encourage you to apply for this temporary Administrative Coordinator position with the PCSP Minor Soccer Association. We offer a dynamic and supportive work environment where you can make a positive impact on the community through sports.