



ALDERGROVE

YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

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Job Description – Registrar / Office Manager

Rev. 10-Mar-2018

The Aldergrove Soccer Society, known in the community as Aldergrove Youth Soccer Club or AYSC, is currently seeking an individual to fill the role of Registrar / Office Manager. The role is ideally suited for a parent of an AYSC player who anticipates being with the club for the next several years.

While day-to-day duties of this role are combined for all practical purposes, the position of “Registrar” is a formal one having specific tasks for the administration of league / district and BC Soccer-mandated responsibilities. A summary of specific tasks and deadlines is attached.

General Responsibilities – Registrar

- Compile and maintain adequate records of all registered players and members of the Society.
- Be responsible to the Society for all registration fees received, for which a receipt will be issued.
- Be responsible, together with the league coordinators, for properly registering teams and players of the Society with the appropriate governing bodies.
- Be responsible for Society communication with players and members regarding registration issues.
- Other duties as required.

General Responsibilities – Office Manager

- Coordinate key Society events (photo day, windups) and contracts (fields, rooms).
- Develop / revise Society materials (registration forms, calendars etc.).
- Be responsible for Society communication with players and members regarding issues other than registration.
- Other duties as required.

Time Commitment

On average, the role requires approximately seven to ten (7-10) hours per week, but has several seasonal “busy periods”:

- end of February, beginning of March – Fall Developmental windup
 - end of March, beginning of April – Spring soccer startup
 - middle of June – Spring Developmental windup
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Our Goal is "Fitness & Fun"

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- end of August, beginning of September – Fall soccer startup

Skills Required

- Strong organizational skills
- Excellent computer skills:
 - Microsoft Excel
 - Microsoft Word
 - Use of the Internet / web / email
- Good communications skills, both written and verbal

Support Provided

Training and ongoing support will be provided. All major decisions are made as a group by the Executive.

Salary

Annual salary for the role is commensurate with experience, in the range of \$8,000 – \$12,000 per year (averages to approximately \$16-20 / hour).

To Apply

To apply, please submit your cover letter and resume to Aidan Power, AYSC Treasurer, at treasurer@aldergrovesoccer.com.