



Aurora Youth Soccer Club

CELEBRATING OVER 47 YEARS OF COMMUNITY SERVICE

AYSC House League Coordinator & Registrar

This is a full time position responsible for overall administration of house league and all player registrations. This position reports directly to the Office manager and indirectly to the AYSC Board of Directors. The AYSC House League Coordinator & Registrar is a 40 hour-per-week position that requires the ability and willingness to work flexible hours as required.

Special Knowledge and Skills:

- Ability to work efficiently and competently with standard Microsoft office products
- High level of attention to detail and accuracy
- Proven Customer Service Skills; Tact, courtesy, and discretion essential
- Excellent English written and verbal communication skills
- Ability to relate well to the public, in person, on the telephone and by email
- Ability to work effectively with multiple supervisors, balance and prioritize multiple requests.
- Capable of handling a high volume of customer inquiries
- Strong Administrative Writing Skills and Reporting Skills
- Self starter who is able to work collaboratively as well as independently
- Ideally two years administration experience in a not-for-profit and/or youth sports organization (soccer preferred).
- Experience with IT Sportsnet and/or AIMS database software, definite asset
- Knowledge of the Town of Aurora and especially the ability to direct and provide feedback on the various soccer pitches and parks would be also be considered an asset

Responsibilities (including, but not limited to, the following)

- Main point of contact for all house league inquiries and registrations
- Manage all components of the registration processes for house league registration
- With help of data entry clerk, input all player registrations into the club and OSA system, as required for both recreation and competitive players.
- Assist Technical Director and club Head Coach with creation and communication of all technical development program registrations.

- Maintain accurate database of current and past player, coach, volunteer and referee registrations and maintain confidentiality of that information
- Coordinate, train and provide support to house league convenors
- Manage house league waitlists
- Work with sponsorship coordinator to ensure accurate and timely delivery & distribution of uniforms
- Coordinate volunteers to organize all house league equipment and the seasonal distribution and return of coach bags
- Provide training and direction to part time/seasonal data entry clerk
- Coordinate resolution of incomplete registrations.
- Reporting, tracking and monitoring of all registrations within the club system
- In conjunction with volunteer convenors: Creation of house league divisions and allocation of players to teams in accordance with club policies.
- Assist Office Manager and VP House League with schedule creation and field allocation for House League divisions and tournaments
- Provide backup to Competitive Club coordinator and assistance with Front desk support
- Carry out special assignments which, from time to time, may be given by the Office Manager.
- Flexible schedule, including some evenings and weekends

Please email your application, cover letter and salary expectation to careers@aysc.ca

Applications will be accepted until end off day March 1st, 2012.

AYSC thanks all interested applicants and advises that only those selected for an interview will be contacted. No phone calls, please.