



Richmond United Soccer Club: Administrator

Overall Accountability

- Passionate, responsive and enthusiastic working with players and parents, other staff members, volunteer coaches, and the Richmond United Soccer Club (RUSC) Board of Directors.
- Well-experienced and educated on all administrator responsibilities.

Key Responsibilities

- Respond to questions or requests from stakeholders or members, where most are answered within 12 hours (where reasonable) in line with timeframes and within the manner outlined in current and future processes where achievable and realistic.
- Respond to texts, emails, or phone calls from Directors, other staff, members, districts, suppliers, etc. at various times throughout the day.
- Collection and distribution of mail at the club's post office box, or redirection of electronic communication to appropriate staff or Director.
- Broadcast of email distribution on behalf of other staff members, Directors, or parent institutions (BC Soccer, Canada Soccer).
- Organize field requests to the City, including booking school gym rentals, and monitoring availability and use of facilities.
- Schedule field assignments for practices and game play, including appropriate scheduling times for visiting teams from afar, and coordinating with the referee scheduler.
- Provide administrative support as it relates to tournaments, opening and closing jamborees and other events.
- Update and maintenance of the website, including posting of notices, photos, events and similar information, and work with the webmaster regarding troubleshooting and/or maintenance.
- Organize and coordinate Photo Day and communicate with membership regarding the process of payment and distribution with vendors.
- First point of contact for information and member support around registration and payment. Correspond with Kidsport, Jumpstart, etc. regarding player grants, create and distribute registration information for all player programming, preparation and filing of player registration with BC Soccer, preparation of player and team official ID cards, coordination of refund requests with the Treasurer.
- Register all players/teams with BC Soccer through appropriate Richmond District channels.
- Register all teams/players for spring tournaments, gather information on hotels for spring program, manage hotel bookings for spring program on behalf of traveling teams and TD staff, and communicate with players/parents regarding the same.
- Administration of teams with BC Coastal Soccer League (BCCSL) on behalf of RUSC, submit teams to BCCSL to ensure they are in the correct affiliated division, as recommended by T&D staff, and coordinate with Metro Women's Soccer League (MWSL) and Richmond Adult Soccer Association (RASA) regarding RUSC team affiliation and player registration.
- Other duties may be assigned on an ad hoc or needed basis as the general RUSC program evolves and at the discretion of the Sporting Director or RUSC Board.



- Ordering uniforms, working with uniform suppliers (including Tim Hortons) and overseeing uniform distribution.
- Attend weekly/twice weekly Programming meetings and monthly board meetings as required.
- Coordination, support and oversight for Age Group Coordinators and Team Managers.
- First point of contact for prospective parents looking for info and registration.

Competencies, Knowledge & Experience Required

- Minimum 5 years' professional administration experience, ideally in a youth soccer/sports club (but not necessarily essential).
- Strong verbal and written communication skills.
- Excellent organization, self-motivation and prioritization skills.
- Must be proficient in using computers, as required, with basic knowledge of Microsoft Word and Excel, or similar.
- Can work effectively with volunteer coaches, technical staff and Directors.
- Must clear a criminal record check and vulnerable sector search.

Hours of Work & General Availability

- The role is full time (circa 35 hours per week). Number of hours of work will likely vary throughout the year depending on the requirements and responsibilities.
- The Administrator is expected to be available and able to respond to communication from Members and Directors as required (weekdays, evenings and weekends depending on the nature of requests and urgency required).

To apply for this position, please send a covering letter and resume to: info@richmondunitedsoccer.ca

We thank all applicants, but only those selected for an interview will be contacted.