



<b>Position:</b> <b>PGYSA Administrative Lead</b>	<b>Reports to:</b> Director of Club Operations	<b>Location:</b> 965 Winnipeg Street Prince George, BC V2L 5M9
<p><b>General Accountability:</b></p> <p>The PGYSA Administrative Lead is responsible for the daily general duties and registration of the organization.</p> <p><b><u>Duties and Responsibilities:</u></b></p> <p><b>Administration &amp; Player Registration</b></p> <ul style="list-style-type: none"> <li>• Represent PGYSA in a positive and professional manner as the first point of contact by greeting visitors, members, coaches and volunteers that visit the indoor facility</li> <li>• Answer enquiries via telephone, email and in person in a prompt, polite and efficient manner</li> <li>• Participant Registration: ensure player demographics are correctly input in the system; payment is received and accurately documented; players &amp; coaches are allocated to the appropriate program and team</li> <li>• Be the contact person between coaches, parents and players, and Board Members</li> <li>• Tracking and posting of league statistics, enforcement of disciplinary game suspensions</li> <li>• Maintaining an inventory checklist</li> <li>• Communication with membership regarding start dates, cancellations, and weather influences</li> <li>• Daily bank deposits</li> <li>• Working with KidSport PG to assist in funding for children</li> <li>• Supporting and training temporary employees and Summer Students as it pertains to office duties</li> <li>• Mailing out cheques and invoices, filing and handling of paychecks as needed</li> <li>• Accepting deliveries and placing orders for office and field material</li> <li>• Liaison to rent facility in-between programming hours, schedule</li> <li>• Daily tracking of Duchess Park rentals</li> </ul> <p><b>Website and Social Media Management</b></p> <ul style="list-style-type: none"> <li>• Ensure the PGYSA website is up to date with registration links and information on all current/future programs</li> <li>• Ensure sponsorship page is up to date</li> <li>• Home page has the most current, important information</li> <li>• Daily posting to the Social Media Accounts</li> <li>• Managing accounts and responding to inquiries</li> </ul> <p><b>Support with additional tasks and duties as required</b></p> <p><b>Pay Rate: Hourly      up to 30-40 hours/week</b></p> <p><b>To apply please e-mail your resume and a cover letter to <a href="mailto:t.russell@pgysa.bc.ca">t.russell@pgysa.bc.ca</a></b></p>		