



<b>Position:</b> Administrative Assistant - Temporary	<b>Reports to:</b> Club Manager	<b>Location:</b> 965 Winnipeg Street Prince George, BC V2L 5M9
<p><b><u>General Accountability:</u></b>          The Administrative Assistant is responsible for assisting the Sports Administrator with player registration, coach recruitment and the organization of the start of the outdoor season.</p> <p><b><u>Responsibilities:</u></b></p> <p><b>Partnership with Club Manager and Sports Administrator</b></p> <ul style="list-style-type: none"> <li>• Carry out all assigned duties as requested by the Club Manager and/or Sports Administrator</li> <li>• Ensure that all issues are brought to the attention of the Sports Administrator for authorization</li> </ul> <p><b>Communications</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 and Rotary Fields</li> <li>• Answer enquiries via telephone, email and in person in a prompt, polite and efficient manner</li> <li>• Handle all PGYSA matters with integrity and confidentiality</li> </ul> <p><b>Member Services</b></p> <ul style="list-style-type: none"> <li>• Register players: ensure that player demographics are correctly input in the system and that payment is received and accurately documented</li> <li>• Allocate the U3-U18 players to the appropriate program (excluding Select players)</li> <li>• Assign coaches to the appropriate teams in consultation with the Sports Administrator</li> <li>• Ensure all criminal record checks for coaches and board members are up-to-date</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Assist the Sports Administrator with the distribution of equipment, jerseys &amp; socks</li> <li>• Help set-up equipment @ Rotary Fields and @ Indoor Facility when extra help is required</li> </ul> <p><b>Coach Recruitment</b></p> <ul style="list-style-type: none"> <li>• Recruit volunteer coaches and promote coaches to register for soccer certification clinics</li> <li>• Assist with the organization and coordination of the Coach Tradeshow</li> </ul> <p><b>Duties may be added to this job description at the discretion of the Club Manager</b></p>		
<b>Club Manager Signature:</b>		<b>Date:</b>
<b>Administrative Assistant Signature:</b>		<b>Date:</b>