



Job Posting: Assistant Club Administrator

The Kanata Dragons Athletic Club (KDAC) is a Not-For-Profit organization that has been formed to offer children aged 3 to 10 the opportunity to play recreational sports within the suburb of Kanata.

The focus of KDAC programs will be on fitness, fun and participation rather than on intensive skill development and competition.

Job Description

We have a summer opening for a term position as an Assistant Club Administrator reporting to the Club Administrator. The position is for up to 30 hours a week for a minimum of 8 weeks.

Hours are flexible but must be able to work evenings until 7 PM, Monday to Thursday.

Eligibility

This position has been made possible through a grant by the Canada Summer Jobs Program. Consequently, only individuals who intend to be attending secondary or post-secondary school in September 2024 will be considered. Job applicants must be at least 17 years old and have access to fulltime transportation in and about the west-end of Ottawa.

Responsibilities

- Assist the clubs' general manager with pre-season preparation and registration
- Communicate with parents and respond to their questions and requests
- Assist with coaching or field marshalling
- Ensure safe operations of all activities on outdoor fields including managing for inclement weather

Requirements

Ideally the individual must

- Have a minimum 1-year work experience in a service environment
- Excellent computer skills with web browsers, and Microsoft Office
- Excellent interpersonal skills
- Can communicate effectively with customers and volunteers
- Enthusiasm for sports and particularly soccer

How to apply

Please send your resume to admin@kanatasoccer.com. Deadline to apply is Sunday April 14th, 2024