

Job Description: Special Events Administrator

The Milton Youth Soccer Club (MYSC) Special Events Coordinator position is suited for a post- secondary student pursuing experience in business, sports management or special events planning. The position is a 8-12-week contract position consisting of 30 hours a week as part of the Canada Summer Jobs Program. Hours of work are to be flexible and need to cover days, nights and weekends. However, once hours are established they need to be consistent on a week over week basis to provide maximum service to our membership

Duties include:

1) Provide administrative support for upcoming special events that the MYSC is hosting including but not limited to:

- Recruitment and scheduling of volunteers for special events
- Liaise with photographer for team photo day and scheduling of teams
- Coordinate House League Final Day Events
- Secure sponsorships and donations for special events
- Coordination of Peel Halton Development League (PHDL) festivals hosted by MYSC

2) Communication of information and responding to all enquiries regarding special events from the Club members and participants;

3) Provide onsite coordination and club representation at special events;

4) Provide assistance to Recreational and Competitive Program Coordinators during peak periods and vacation coverage;

5) Other administrative duties as assigned by the MYSC Executive.

Qualifications, Knowledge and Skills Required:

- Currently enrolled in a post secondary program
- Proficient in Microsoft Office including MS Word, Excel and PowerPoint
- Previous experience or knowledge of soccer club administration an asset
- Ability to learn new database systems. i.e. Sportsavvy, and OSA-E2E system
- Independent worker with ability to work as part of a team
- Knowledge of and experience working in a volunteer organization
- Ability to maintain a high level of accuracy in preparing and entering information
- Excellent interpersonal skills
- Effective verbal and communication skills
- Attention to detail
- Effective organizational and time management skills
- Hardworking, trustworthy and sound work ethics
- Analytical and problem solving skills

Please submit resume to info@miltonmagic.com for consideration. Job Posting will close on March 31, 2018. Only those applicants that are being considered will be contacted for an interview.