

African Canadian Soccer & Cultural Association

Africa United Spring-Summer Youth Program Positions & Requirements



Program Administrator

The selected candidate will be selected by the Youth Program Manager and will report directly to the Program Manager. The successful candidate will hold the position for two years from the date of appointment. The selected candidate will be responsible for providing administrative support for the Africa United Youth Soccer Program. There will be no remuneration for this position, however an honorarium will be provided to the candidate, which will be determined by the ACSCA Executive and Board Members. The program administrator will be the liaison between the cities and will be responsible for booking fields in collaboration with the Program Coordinator and Program Manager. The program administrator will report directly to the Program Manager.

Duties and Responsibilities:

- Will be responsible to register all players and create identification cards if required for select players competing in invitational tournaments or leagues
- Will be responsible to maintain a directory of all players and team rosters
- Will work closely with the Program Coordinator in ensuring quality program delivery and will report to the Program Manager immediately if there is detection of any discrepancy that may pose potential disruption of the program.
- Will be responsible to provide advice to training coaches as it relates to all aspects of player registration including, online and in-person registration, out of province or out of lower mainland tournament registration and travel, insurance and other related matters.
- Will coordinate with Program Manager regarding collection of registration monies and ensure quality assurance is conducted on a regular basis
- Will have access to online registration, pay pal accounts, bank accounts and all other player registration accounts
- Liaise and negotiate with City Authorities for all field usage and time allocations
- Will liaise with Program coordinator to ensure only registered players are issued and Africa United gear and keep track of when to issue new kits to players.

Experience and Qualifications

- 2 years post secondary education, preferably in finance, accounting or other related courses or a combination of related experience and education
- Minimum 1 years of experience working/volunteering in community sports
- Willingness to be a member of ACSCA and to adhere to ACSCA Constitution and Code of Ethics
- Ability to communicate in both written and oral communication

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- High level of proficiency in financial management or accounting Advanced computer skills, including Office, Excel, PowerPoint and online software
- Satisfactory Criminal Records Check
- High degree of familiarity with soccer and sport programs is necessary
- In good standing with British Columbia Soccer Association
- Minimum BC Soccer coaches certification "Soccer for Life", or willingness to obtain certificate
- High competency in judgment, self control, integrity and conflict resolution skills
- Eligible to work in Canada

Interested applicants please forward your resume to info@acsca.net and to secretary@acsca.net