

Comox Valley United Soccer Club

1701 Lerwick Road
Courtenay, BC



Comox Valley United Soccer Club is currently accepting applications for the following employment opportunities:

- Office Assistant
- Kit Manager

Please see below for detailed job descriptions.

Send resume and cover letter via email to:
Myra Wilson, Secretary CVUSC
Email address: cvuscassistant@gmail.com

Closing Date: May 8, 2018

We wish to thank all applicants, however, only those under consideration will be contacted.

CVUSC OFFICE ASSISTANT

Comox Valley United Soccer Club, a 1200 member not-for-profit sports organization is looking for an office assistant to work in soccer office approximately 15-20 hours per week performing a variety of office tasks.

Hours will vary throughout year, with majority of hours Feb-April and Aug-October, less hours July & December.

Must be available to work at least 2 business days per week, and Saturdays 9am-2pm during soccer season.

Ideal candidate would have a good knowledge of our local soccer community programs, and some volunteer experience within the organization would be an asset.

Must possess the following:

- Strong organizational skills
- Work well in a fast paced multi tasking environment
- Must be able to work well independently or as a strong team player
- Excellent customer service and communication skills
- Must be able to work flexible hours at times, and attend evening meetings as required

Duties:

- Reporting to Board of Directors in a policy based organization
- Answering emails and phone calls and forwarding to board members or committees as required
- Good working knowledge of MS Office - Excel, Word and Google Documents
- Registration database maintenance and updates
- Reporting of registration data to governing bodies
- Risk Management - ensuring Criminal Record Checks completed by all team staff & board members
- Annual AGM prep
- Liaise with local municipalities and various governing bodies
- Sport fields and clubhouse bookings as required
- Check and maintain office supplies

Completion of a Criminal Record Check will be required

CVUSC KIT MANAGER

Comox Valley United Soccer Club, a 1200 member not-for-profit sports organization, is looking for a Kit Manager to oversee the organization and distribution of CVUSC Kit.

Hours will vary throughout year, with majority of the hours occurring prior to and following the Spring and Fall Youth House seasons. Peak times will require 20-25 hours per week. Quiet months are December – February, May, July and October.

Hours are flexible and the job can be done from home or at the CVUSC office.

Must possess the following:

- Strong organizational skills
- Excellent communication skills
- Must be able to work flexible hours

Duties:

- Prepare First Aid Supplies
- Order and distribute jerseys, pinnies and goalie equipment for House, Select, Futsal and DS Teams
- Prepare equipment bins for all House Coaches
- Facilitate sign-out and collection of all Kit
- Liaise with team managers
- Attend coach meetings to distribute Kit
- Organize Kit return
- Wash any kit that is returned dirty
- Collect order forms and payment for Select and Development Stream orders
- Order Kit for Select Coaches
- Be available for any Kit needs that arise throughout the soccer season

Completion of a Criminal Record Check will be required