



Position Title: Administration Assistant

Reports To: Administration Coordinator

Position Summary: Canada Summer Jobs Program

Background.

Mount Hamilton Youth Soccer Club operates as a non-profit soccer club in the Hamilton Soccer district. MHYSC is committed to providing a holistic development program to all children and youth aged u3 – u18. MHYSC is committed to operating and delivering programs at the highest possible standards. We work to exceed the customer service expectations of all clients, including athletes, coaches and parents.

Overview.

MHYSC runs a summer soccer program for 2300 children and youth. The position is created to help provide administrative assistance to facilitate the summer soccer programming.

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. The successful candidate will be paid hourly following Ontario's minimum hourly rate (\$16.55)

Candidates must meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program)

Primary Duties and Responsibilities.

- Customer Service - Answering phone calls and answering questions regarding the program,
- Accepting registrations, inputting registrations, collection of registration fees, complaint resolution.
- League Administration - building teams, recruiting coaches, support in creating schedules, disbursement of uniforms, maintain internal records.
- Support with social media management, coach and member communication through email, phone and in person.



Requirements

- Excellent communication skills
- Highly organized and time efficient, accurate in transactions and recording
- Knowledge of excel, PowerPoint, and other industry tools
- Excellent work ethic

Additional

- Adaptable, with the ability to work in a fast paced, dynamic environment
- Ability to work non-traditional hours (evenings and weekends). The typical work week is Monday to Thursday from 12:30pm – 8:00pm and Saturdays from 8:00am – 12:00pm
- Energetic and out-going personality
- Background in youth soccer an advantage.

This Position is 36 Hours per week and will be paid an hourly rate (\$16.55). The Position will start on Monday May 13, 2023, for 14 weeks (Finishing August 24, 2024)

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada.

To apply for this position please send a resume and cover letter to Carl Horton, Technical Director & General Manager at chorton@mhysc.org

The closing date for all applications is May 8th at 5pm or until a suitable candidate is found.