



## **UDFC SOCCER CLUB OFFICE ASSISTANT**

### **Who is United DFC?**

The United DFC Soccer club was formed in 2018 when the four soccer clubs, Cole Harbour SC, Eastern Passage SC, Dartmouth United SC, and Dartmouth FC, united, synergizing the strengths of the individual clubs. Our colours are navy, white and action green, and we proudly refer to ourselves as “United”. United DFC is one of the largest clubs in Nova Scotia, with over 2,500 players from ages under three to senior. United DFC delivers community soccer programs in Dartmouth, Cole Harbour and Eastern Passage communities and also field competitive teams in Soccer Nova Scotia leagues at all age levels.

### **Job Overview**

United DFC is seeking a full-time/part-time receptionist/office support person who will provide reception for our members and office support for our current staff. The receptionist/office support person will report to the office manager. In addition to the reception, this position would support the club in other ways as the worker develops their skills to support operational aspects of the club. Eventually, with support and training, the receptionist will also help with other administrative tasks like building our social media presence in the community. This worker will also assist the office manager in maintaining the club’s store inventory. Depending on the workload, there is an opportunity to develop promotion, marketing and fundraising skills. The worker will also develop/ enhance their communication skills by working with others.

### **Tasks and Responsibilities:**

- Welcome members and potential members who come into the office;
- Answer the phone and respond to members questions via information or assistance with registration or payment in a polite and respectful manner;
- Provide timely response to member emails;
- Provide point of sale service for our members;
- Maintain store inventory by keeping shelves stocked and re-order when necessary;
- Build UDFC’s social media presence on Twitter, Facebook and Instagram;
- Assist other staff/ key volunteers with administrative and organization tasks;
- Track and follow up with volunteers who are missing criminal record checks, vulnerable safety search and child abuse registry checks;



- Work with the office manager to ensure WHMIS and safety procedures are being followed;
- Maintain the website and assist others with training and support; and
- Other tasks as assigned

**Preferred Qualifications:**

We are seeking a candidate with a minimum of a post-secondary degree/diploma/certificate in Business, Marketing, Accounting, Human Resources, Communication, or other equivalent education and/or experience.

The ideal candidate will be:

- Personable
- Organized
- Able to work independently
- Able to manage multiple tasks
- Easy to work with
- Experienced and familiar with computers and technology (eg: Google Suite, Microsoft Applications, etc.)
- Hard-working
- Eager to learn
- Friendly and self-motivated
- Able to work in a busy environment
- Courteous and welcoming

And have:

- Social media knowledge
- Strong oral and written communication skills

**Training Provided**

- WHMIS
- First Aid Training
- Respect in the Workplace
- Respect in Sport

**Working Conditions**

- Normal office conditions and working an anticipated 30 hours per week
- Work will involve some evening and weekend hours
- Position has the potential to be a full-time, up to 12 months of the year, depending on qualifications, interest and availability



- Shared responsibility for a clean, organized and respectful work environment
- Valid Driver's License for possible local travel

### **Compensation & Benefits**

The extent and potential of the position is dependent on partner funding opportunities. Salary will be commensurate with experience and competitive within the current job market. A competitive benefit package will also be included.

### **To Apply:**

Please apply with a cover letter and resume by email to [president@udfc.ca](mailto:president@udfc.ca) by March 5, 2020. We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.