



Cliff Avenue United Football Club

January 5, 2019

Job Opportunity – Divisional Coordinator

Cliff Avenue United Football Club (CAUFC) is currently recruiting for a Divisional Coordinator. This role will work with age groups U11 – U18 and will reports to our General Manager, Technical Director and the Club's Board of Directors.

Background

CAUFC was established in 1956 and is the largest and only girls and boys club in Burnaby, with approximately 2,000 youth players aged U5-U18. CAUFC is governed by a volunteer Board of Directors and relies on an extensive network of volunteers to deliver its programs.

Responsibilities

Divisional Coordinator is responsible for all matters related to registration in the U11-U18 age groups as well as other duties and responsibilities:

- Act as central point of contact for U11-U18 registrations, team placements, evaluations, gym practice schedules
- Communicate important information to U11–U18 age groups
- Respond to email inquiries regarding U11-U18 players
- Create teams in the online management system
- Maintain contacts information of coaches for a master U11–U18 coaches list. This includes confirming coach's commitment for the following season
- Confirm all players from U11-U18 are registered in a timely manner
- Attend and host birth certificate verification night
- Manage the Criminal Records Checks process for coaches
- Ensure that coaches sign a Code of Conduct
- Maintain Coaching certification records for volunteer coaches
- Compile registration data for U11-U18 players
- Respond to inquiries regarding U11-U18 players
- Process cancellation and refund requests
- Work with and update all U11–U18 information for Burnaby District
- Create ID cards for U11-U18 Coaches and players
- Distribute and collect all ID cards at the end of season
- Attend U11–U18 coach's meetings and email coaches who need to attend these courses

Other Duties include:

- Support the U5–U10 Coordinator and Equipment Manager on all activities and fill in where require
- Help distribute uniforms, coach's attire, player's attire and equipment
- Assist with and attend Club events including monthly board meeting, Jamboree, Annual Boot and Food Drive, Appreciation Nights, Picture Day, Picture Distribution Night, Annual General Meeting and Whitecaps Night
- Support the General Manager with assigned duties as required

Compensation

The position will be part time at approximately 10-15 hours per week, with increased hours typically beginning in May and June. Expected work hours tend to increase during the months of August and September. The role requires flexibility in the evenings from time to time, and also the ability to attend various Burnaby locations as needed to execute in role.

To Apply For This Position

Please send your resume and cover letter by Friday, January 25, 2019 addressing your desire, availability and qualifications for the position.
Please email jobs@cliffavenuesoccer.com

All applications will be acknowledged upon receipt.

We will be in contact with you should we require further information.

CAUFC is an equal opportunity employer. No application will be discriminated against because of race, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or sensory or mental or physical disability.