

Whatcom County Adult Soccer Association (WCASA) Administrator

Position Type: Independent Contractor

Job Description: WCASA is looking for a responsible and motivated Administrator to perform a variety of administrative tasks as an Independent Contractor. Duties of the WCASA Administrator include coordinating the WCASA soccer league in accordance with policies and rules of the WCASA, performing clerical duties and supporting the WCASA Teams and WCASA Board.

Schedule: Schedule is variable through the year. The work load aligns with the soccer season and days of play. The peak period is April through August (average of 15-20 hrs/week) with multiple daily games played in the evening on week days. September through early November and February through March multiple games are played on weekends (average 5-10 hrs/week). Work is done electronically (rosters, registrations, team communications, etc.) and may involve frequent trips to the soccer fields during spring and season and less frequently in fall and winter.

Essential Duties & Responsibilities:

- Responsible for all communications with teams and players
- Implement WCASA policies and rules
- Communicate schedules and other information with Referee Assigner
- Coordinate with venue providers for field reservations, cancellations, and/or changes to schedules.
- Schedule, prepare agenda packets, and attend WCASA Board meetings.
- Schedule and prepare for Team Manager meeting.
- Prepare season registrations and division schedules, and prepare game reports.
- Update WCASA website.
- Manage player databases including but not limited to new player entries, changes to team rosters, and changes to game reports.
- Work with WCASA Treasurer on financials and bookkeeping.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Demonstrate excellent communication skills
- Demonstrate excellent organization skills
- Proficient in Microsoft Office products (Excel and Word with Access desirable)
- Self-starter that can work independently when provided WCASA Board direction and within existing policies and rules

Special Considerations:

- Predictable and reliable transportation; must have ability to travel to field locations
- Flexible work schedule that is responsive to varied work load with high volume work periods
- Subject to inside and outside environmental conditions
- Reliable access to internet

Compensation:

- This is a contract position between the successful candidate and the WCASA to perform the duties of the Administrator.
- The compensation rate is anticipated at \$20plus (DOQ) per hour. Estimated hours 500 hrs per year.

Contact: office@whatcomadultsoccer.com

Closing Date: Closes when position filled. Cutoff for first round of resumes to be reviewed is **January 24, 2020**.