

# ASSISTANT CLUB ADMINISTRATOR

## We're Hiring!



*Cary Soccer Association is a 501(c)3 not for profit organization that is dedicated to improving our CHILDREN and our COMMUNITY through the sport of SOCCER. Cary Soccer is organized into three programs: Cary Soccer Recreational Program, the Cary Defenders Competitive Program and Cary TOPSoccer.*

### ➤ Position Overview:

- Reports to Club Administrator/Finance Manager.
- Part time position requiring some nights and weekends and also seasonal flexibility (heaviest August to September and February to June).
- Trained over time in other areas for increased Club Administrator responsibilities.

### ➤ Responsibilities:

- Club Administrator support - assist as needed with special projects, SportsEngine reports, and fielding questions in Club Administrator's absence.
- Picture Day - schedule and coordinate with picture provider, coaches/teams, and volunteers.
- IYSA Eligibility - ensure all requirements are communicated to and completed by board members, coaches, and team managers.
- Marketing/Advertising - design and coordinate distribution of flyers and other program communication released to schools and other community organizations.
- Social media - Facebook/Instagram posts.
- Recreational program support - organize and distribute jerseys/pinnies and coach equipment bags.
- Volunteers - manage volunteer needs, enlist volunteers and track volunteer hours.
- Cary Soccer Kick Fest - assist with year end club wide event including promoting event through club wide communication, tracking RSVPs, and working at event.
- Summer Camp - assist with check-in and t-shirt organization/distribution.
- Organization of other community events and volunteers including Cary Grove High School varsity game escorts, parades, and Cary Grove Chamber Halloween Walk.
- Board Meetings attendance.

### ➤ Skills and Experience Requirements:

- Communication skills – verbal and written.
- Responsive to emails and requests.
- Strong organizational skills.
- Positive and open to learning.
- Attention to detail.
- Proficient in Word, Excel, and Google Drive functionality.
- Ability to learn Canva platform for marketing/advertising flyers.
- Ability to learn and navigate SportsEngine platform.

*Eligible candidates must send  
a cover letter and complete  
resume to: [finance@carysoccer.org](mailto:finance@carysoccer.org)*

*Deadline to Apply: June 15, 2024*



1-847-639-6036



[finance@carysoccer.org](mailto:finance@carysoccer.org)



[www.carysoccer.org](http://www.carysoccer.org)



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