



Mount Hamilton United Soccer Club
Administration Assistant

Position Title: Administration Assistant
Reports to: Administration Coordinator
Position Summary: Canada Summer Jobs Program

Organization Background

Mount Hamilton United Soccer Club (MHUSC) is a non-profit community soccer club in the Hamilton Soccer District. We are committed to providing a holistic development program for children and youth aged U3–U23, and to operating at the highest possible standards on and off the field.

Each summer, MHUSC delivers an Outdoor Soccer program that serves approximately 4,200 youth and 800 adults across multiple locations. Our goal is to provide a safe, welcoming, and well-organized experience that meets and exceeds the expectations of athletes, coaches, parents, and community partners.

Position Summary

The Administration Assistant will play a key role in supporting MHUSC's busy Outdoor Summer Soccer season by providing front-line customer service and administrative support. This position helps ensure the smooth operation of programs for thousands of participants during our peak outdoor season.

This is a Canada Summer Jobs position. The successful candidate will be paid an hourly rate at Ontario's minimum wage in effect at the time of employment (currently \$17.20/hour) and will work 35 hours per week.

Canada Summer Jobs – Eligibility

To be eligible for this position under the Canada Summer Jobs Program, candidates must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person who has been granted refugee protection under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada in accordance with applicable provincial/territorial legislation and regulations

Please note: International students (including those on a work/study permit) are not eligible for the Canada Summer Jobs Program.

Primary Duties and Responsibilities

Customer Service & Front Desk Support

9 Dallas Ave, Hamilton, Ontario
905-318-1933 | info@mhusc.org | www.mhusc.org



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- Answer phone calls, respond to emails, and assist walk-in inquiries about programs, schedules, and registration
- Process registrations, input and update participant information, and collect registration fees
- Provide courteous and timely support to parents, players, coaches, and volunteers
- Assist with basic complaint intake and help direct issues to the appropriate staff member

League & Program Administration

- Assist with building teams and updating player and coach lists
- Support the recruitment and onboarding of volunteer coaches
- Help with creating and updating schedules, field allocations, and internal tracking sheets
- Support the distribution and tracking of uniforms, equipment, and materials
- Maintain accurate internal records and databases

Communications & Support Tasks

- Assist with member communication via email, phone, and in person
- Support social media management (e.g., posting program reminders, weather updates, and important notices) as needed
- Assist with the preparation of basic documents, forms, and information packages

Requirements

- Excellent verbal and written communication skills
- Highly organized, with strong attention to detail and accuracy in data entry and financial transactions
- Proficient with Microsoft Excel, Word, PowerPoint and comfortable learning other software tools
- Strong work ethic, reliability, and professionalism



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Additional Qualifications

- Adaptable, with the ability to work in a fast-paced, dynamic environment during peak season
- Ability to work non-traditional hours (evenings and weekends)
- Energetic and outgoing personality, with a customer-focused approach
- Background or interest in youth soccer or sport is an asset

Employment Details – 2026 Season

Hours: 35 hours per week

Typical work week:

Monday–Thursday: 12:30 p.m – 8:30 p.m

Saturday: 8:00 a.m – 12:00 p.m

Wage: Ontario minimum wage in effect at the time of employment (currently \$17.60/hour)

Anticipated Start Date: Monday, May 11, 2026

Duration: 16 weeks (ending approximately August 31, 2026)

Employment dates are subject to funding approval through the Canada Summer Jobs Program.

How to Apply

To apply, please send your resume and cover letter to:

info@mhysc.org

In the email subject line, please include:

“[Your Name] – Social Media Coordinator Application”

Application Deadline:

April 6, 2026 at 5:00 p.m., or until a suitable candidate is found.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.