



Grassroots and Competitive Administrator

Reports To: Director of Business Operations

Status: Full Time

Type of Position: Administration and Programming

Salary: Based on Experience/Qualifications

Start Date: May 2026

Pickering Football Club is home to 3,500 players including 300 high-performance and 550 competitive players. We made a welcome return to the Ontario Premier League in 2024 with strong teams in both the men's and women's Championship division. Founded in 1984, The Pickering Football Club was one of the first crop of clubs recognised at the CSA National Youth Club License level and one of only 2 in the Durham Region. PFC coaching staff provide quality player focused development programming for all players in our Recreational, Grassroots-Competitive and High-Performance streams.

Pickering Football Club is a forward-thinking organization which develops and delivers sustainable programs on and off the field in order to develop players through a proven systematic curriculum which is age and ability specific. As a club Pickering FC has contributed to the development of the game and has developed players who have gone on to play at Canadian Universities and NCAA schools, while also developing players that represent at Provincial and National team levels.

Overview:

The Grassroots-Competitive Administrator position is a challenging, and very rewarding role that will see the right individual excel in our club's growth and their own personal development.

The Grassroots-Competitive Administrator role is where you will showcase your abilities as an exceptional organizer, and leader working with a team of talented and dedicated team volunteers. You will provide administrative support to the PFC Team Staff for our U8-U18 Grassroot and Competitive teams and ensure players and team staff are registered, scheduled, budgeted, understand the Club and governing body policies and organized, ready for success. The Grassroots-Competitive Administrator has a strong emphasis on relationship management and commitment to exceptional customer service.

The role will require the ability to work across departments daily to ensure a seamless relationship between all three streams of club programming (Community, GR-C and High Performance). Cross training will be provided to ensure the successful applicant can efficiently support their administrative team members.

Administration

- Maintenance of the online club registration system for all program areas pertaining to U8-U18 Grassroot and Competitive players, including weekly reports to finance and administrative staff.
- Work with members on completion of registration, payment plans, invoicing and refunds.
- Take payment for program fees and ensure proper records are provided to the finance staff.
- At key times of the year complete; uniform sizing, managers meetings, and try-out weeks.

PICKERING FOOTBALL CLUB

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- Ensure teams and players are rostered to teams and league for each season.
- Advise on team budgets and oversee compliance with Club and League policies.
- Provide input on content for flyers and digital content promoting programs.
- Oversee the web content specific to Grassroot and Competitive teams and programs.
- Required attendance/support at Club events such as open house/try-out weeks, fundraisers, club events

Customer Services (General)

- Maintain the voicemail system for up-to-date messages.
- Support Customer Service including the management of the front desk area on occasion.
- Prompt answering or re-direction of phone calls and emails received.
- Other general duties as assigned that assist the Club.

Club Raffle

- Support the PFC Club Raffle (applications, fulfillment and reporting)

Reporting

- Create surveying tools for participant feedback and packaged in such a way that they can be shared with Board, Staff, and governing bodies.
- Run registration reports for use by Finance Department.

Qualifications:

- Education in Sport, Office or Business Administration.
- Detail oriented.
- Work experience in compliance, risk management and data management is an asset.
- Strong communication and organizational skills.
- Ability to work evenings and weekends.

Expressions of interest should include:

1. Career profile (Resume and cover letter)

Applications will be accepted until all positions are filled and should be sent confidentially to the PFC Director of Business Operations at jobs@pickeringfc.ca with the subject line: **2026 Grassroots and Competitive Administrator**

We thank each applicant for taking the time and effort to respond, however, only candidates to be interviewed will be contacted.

APPLICANTS MUST HAVE EMPLOYMENT AUTHORIZATION TO WORK IN CANADA.

As a member of the club staff at Pickering Football Club, this position requires a police background check and clearance with respect to persons working with vulnerable persons.