

# Saskatoon Youth Soccer Inc. (SYSI) LEAGUE ADMINISTRATOR

Position Type: Full-Time Permanent  
Hours of Work: 37.5hrs per week; Mon to Fri 9:00am to 4:30pm; occasional evening and weekend events as required  
Wage Range: \$39,004.08 to \$46,804.90 per year (\$20.00 to \$24.00/hr)  
Start Date: Tues Sept 5, 2023  
Apply By: Mon Aug 21, 2023 by 9:00 AM: Please apply through [e-mail](#) with a cover letter, resume, and three references.

## Introduction:

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Saskatoon Youth Soccer Inc. (SYSI) is a non-profit organization dedicated to offering a variety of soccer programs, tournaments, events, an academy, and the largest youth soccer league in the province serving approximately 7,000 youth in Saskatoon, SK. We are a growing, fast-paced, and fun group of individuals. We are looking for an experienced and dedicated League Administrator to join our team. The ideal candidate will be a team player who is organized, detail oriented, and able to multitask in a fast-paced environment. We are looking for someone who can provide support to our operations by being able to effectively communicate with all levels of staff and members. The ideal candidate will have experience in an administrative setting and will be able to assist in the smooth operation of our leagues and programs.

## Purpose of Position:

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- To serve as SYSI's reception and main point of contact for membership communications.
- To provide administrative support to SYSI staff in ensuring effective operations of leagues, tournaments, clinics, and programs for the members.
- Reports directly to the Executive Director.

## Job Knowledge and Qualifications:

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- A minimum of one-year experience in an administrative office role is required.
- A post-secondary certificate in business, computers, or office administration is preferred.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher, Outlook).
- Self-motivated, a self-starter and capable of working independently without constant supervision. Must be able to interact and work closely with people within and outside the organization and function as a key member of the team.
- Excellent organizational skills and an ability to prioritize tasks.
- Well-developed communication skills both verbal and written.
- Experience working as part of a team of staff and volunteers.
- Ability to demonstrate initiative, creativity, and problem-solving skills.
- Knowledge and passion of soccer would be an asset.

## Competence Areas:

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- *Behave Ethically:* Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
- *Build Relationships:* Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Organization:* Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## Job Description:

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### Communications:

- Manages daily communication requirements including receiving and responding to telephone and email messages in a timely, courteous, and professional manner.
- Provides service to SYSI membership including teams, registration coordinators, zone contacts, athletes, parents, referees and volunteers.

- Answers general phone inquiries using a professional and courteous manner.
  - Replies to general information requests with the accurate information.
  - Directs phone and email inquiries to the appropriate staff members.
  - Greets volunteers and visitors to the organization in a professional and friendly manner.
  - Develops and maintains a strong rapport with zone and community registration coordinators.
  - Assists in distributing communications to zone and community coaches and/or registration coordinators.
  - Assists in informing membership of programs, leagues, tournaments, and clinics being offered. -
- Assists in preparing registration poster mail-outs each season.
  - Creates and updates online coach contact databases available to zones, community associations coordinators, and team contacts.

#### **League Administration:**

- Prepares pre-season information packages and coach information packages each season for final review by the Technical Lead and/or Executive Director.
- Assists with facility needs by reviewing accuracy of booking contracts.
- Ensures any team registrations for SYSI league and tournaments are promptly forwarded to the Operations Coordinator.
- Inputs team names into software programs and creates and maintains team contact databases.
- Prints necessary game sheets and provides to the soccer centre in advance of weekly league games.
- Reviews league game sheets to ensure team personnel are all registered in accordance with RAMP and coach certification requirements. Provides findings to Zones and team personnel to ensure compliance.
- Administers Permission to Play Out-of-Zone, Late Maturation, and player transfers.
- Assists the Program Administrator in determining appropriate discipline sanctions in alignment with policy and procedures as part of the SYSI Discipline Committee.
- Responsible for handling league game reschedules and cancellations.
- Responsible for referee assigning duties of all Under-11 and Under-13 SYSI league games.
- Conducts end of season medal presentations along with other available staff and/or hired help.

#### **Tournament and Special Event Administration:**

- Prepares tournament information packages for final review by another SYSI staff member.
- Assists in setting up tournament headquarters on the first day of each tournament.
- Reviews team travel permit applications and provides approval upon ensuring all players and team personnel are all registered in accordance with RAMP and coach certification requirements. Communicates with teams who haven't met standards to ensure compliance prior to approval.
- Makes oneself available for SYSI tournaments, academy/PSL assessments, and other events as required.

#### **Program Administration:**

- Administers database of coaches with current Respect in Sport (RiS) and NCCP certification levels. Assists in enforcing SSA policy for SYSI compliance of certifications.
- Administers the collection, processing, and communications related to the volunteer honorarium program.

#### **Other Administrative Support:**

- Administers all player identification cards and provides summary of cards made to Executive Director at the end of each season.
- Conducts photocopying tasks for meeting packages and mail-outs.
- Takes minutes for committee meetings as assigned by the Executive Director or Technical Lead.
- Supports administrative work of other staff and organization.
- Other duties as assigned by the Executive Director.

#### **BENEFITS:**

- **HEALTH & DENTAL:** Full health and dental package available including EFAP (counselling). Employee may waive health and dental in exchange for a wellness package with proof of existing health and dental package through private plan or partner.
- **INSURANCE:** Life and short/long term disability insurance provided with employee contributing one-third of monthly premium expense.
- **RRSP:** Employer will match the employee's RRSP contribution dollar-for-dollar up to 3% of the employee's annual salary.
- **VACATION:** Years 1-6 earn 15 days of vacation per year; years 7-10 earn 20 days of vacation per year; years 11-15 earn 25 days of vacation per year; years 15 to 20 earn 25 days of vacation per year; years 21 onwards earn 30 days of vacation per year.
- **SICK DAYS:** Earn 1.25 sick days per month to a maximum of 15 paid sick days per year.
- **STATUTORY HOLIDAYS:** Employee will receive a day off with pay on or in lieu of 12 recognized statutory holidays including New Years' Day (Jan), Family Day (Feb), Good Friday (Mar-Apr), Easter Monday (Mar-Apr), Victoria Day (May), Canada Day (Jul), Saskatchewan Day (Aug), Labour Day (Sept), Thanksgiving (Oct), Remembrance Day (Nov), Christmas Day (Dec), and Boxing Day (Dec).
- **CHRISTMAS:** Receive 3.5 bonus days of paid vacation with the office being closed between Christmas Day and New

Years' Day.

- BIRTHDAY: Receive one bonus paid vacation day within one week prior to or after your birthday at your choosing and approval of Executive Director.
- VOLUNTEER: Receive up to two additional bonus vacation days per year after volunteering within the community for a minimum of 15 hours each year.
- EDUCATION: Employer provides financial assistance for professional development and continued learning opportunities.
- PAID LEAVE: Employee may receive up to five days leave with pay when there is a death or pressing necessity in the immediate family.
- WCB: Employee will be covered under Worker's Compensation.
- MILEAGE: Employee is compensated for any necessary mileage incurred at \$0.61/km
- PARKING: Receive one free electric parking stall.