

About Us: Surrey Football Club is an inclusive leader in our community promoting lifelong passion for the beautiful game of soccer. At Surrey Football Club we strive for excellence, empowering our members' social and emotional well-being while also providing an optimal environment for development.

Position Overview: We are seeking an enthusiastic and organized Administrator to join our team. As an integral part of our club, the Administrator will oversee various administrative tasks, ensuring the smooth operation of the club's day-to-day activities. This position (18-22 hours weekly) will be held at Newton Athletic Park during operational hours (weekday evenings, some weekends).

Responsibilities:

- Manage club communications, including emails, phone calls, and correspondence with members, parents, and stakeholders.
- Coordinate registrations, player databases, and membership records.
- Support coaches, volunteers, and staff with administrative needs.
- Support Marketing team
- Assist in organizing events, tournaments, and club activities.
- Maintain financial records, process payments, and assist with budget management.
- Collaborate with the board and committees to implement club policies and procedures.
- Support marketing and promotional activities to enhance the club's visibility in the community.
- Perform other administrative duties as required.

Qualifications:

- Proven experience in administrative roles, preferably within a sports organization or similar setting.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office and other relevant software.
- Knowledge of soccer or sports-related administration is an asset.
- Ability to work independently and as part of a team.
- Flexibility to work evenings and weekends during peak seasons or events.

How to Apply: If you are passionate about supporting youth development through sports and possess the necessary qualifications, we invite you to submit your resume and cover letter to Sarb Lidder at slidder@surreyfc.com.

Benefits:

- Competitive salary commensurate with experience.
- Opportunity to make a meaningful impact on youth development and community engagement.
- Professional development opportunities within a dynamic sports organization.

Join our team and contribute to the growth and success of our soccer club as we inspire the next generation of athletes!

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