



## **Job Posting: Assistant Club Administrator**

The Kanata Dragons Athletic Club (KDAC) is a Not-For-Profit organization that has been formed to offer children aged 3 to 10 the opportunity to play recreational sports within the suburbs of Kanata.

The focus of KDAC programs will be on fitness, fun and participation rather than on intensive skill development and competition.

### **Job Description**

We have 2 summer openings for a term position as an Assistant Club Administrator reporting to the Club Administrator. The position is for up to 30 hours a week for 8 weeks.

Hours are flexible but must be able to work evenings until 7 PM, Monday to Thursday.

### **Eligibility**

This position has been made possible through a grant by the Canada Summer Jobs Program. Consequently, only individuals who intend to be attending secondary or post-secondary school in September 2022 will be considered. Job applicants must be at least 17 years old and have access to fulltime transportation in and about the west-end of Ottawa.

### **Responsibilities**

- Assist the club administrator as required.
- Respond to parent's questions and requests
- Assist with coaching or field marshalling

### **Requirements**

Ideally the individual must

- Have a minimum 1-year work experience in a service environment
- Excellent computer skills with web browsers, and Microsoft Office
- Excellent interpersonal skills
- Can communicate effectively with customers and volunteers
- Enthusiasm for sports and particularly soccer

### **How to apply**

Please send your resume to [admin@kanatasoccer.com](mailto:admin@kanatasoccer.com). Deadline to apply is Sunday May 1<sup>st</sup>, 2022