

West Ottawa Soccer Club

Operations Assistant/Registrar

Responsibilities

The Operations Assistant/Registrar is the main point of communication for clients that will visit and/or call the soccer club. The position will be responsible for day-to-day administration tasks, registration of clients and coordinator of all club events & functions.

1. Administrative

- Be the first point of contact for clients that attend WOSC in person;
- Be the first point of contact to answer telephone calls and direct clients to WOSC staff as needed;
- Operate the WOSC Puma Apparel store. Ensure sizing racks are properly maintained, maintain inventory and process purchases;
- Post payments, pro-rate and adjust fees for members;
- Submit yearly Club applications to EODSA;

2. Registrar

- Maintain all records and registration information through PowerUp registration platform;
- Manage registration process and registration database;
- Ensure PowerUp database is populated with all relevant and required Ontario Soccer certification courses and programs on an annual basis;
- Upload player and team information to OS registration database (OSCAR);
- Approval of applications submitted to the EODSA through Ontario Soccer's CTMS system (travel forms, applications for exhibition games, etc.);
- Approval of Temporary Registration Permits (TRP) or Short Term Registration Permits (STRP) submitted to the EODSA;

3. Special Events Coordinator, March Break & Summer Recreation Camps

- Assist with delivery of all WOSC internal and external events which include but are not limited to the Wesley Clover Cup, Warrior Cup, Mini Rep Fests, Rep Banquet, Adult Tournament and Christmas Parades;
- Assist in planning, organizing and delivering all aspects of the March Break and summer recreation camps;
- Be on site lead overseeing all aspects of the camps from the arrival of campers to their departure;

4. Member Relations

- Actively promote the technical vision and underlying philosophy outlined in the Club's Technical Development Plan to the Club's varied stakeholders, include non-technical people;
- Maintain a strong customer-focused approach to working with the Club's membership, ensuring effective communication with players, team coaches and other club stakeholders;
- Contribute to the development and continual development of the Club's programs and services based on evaluations and membership input;

5. Other

Complete other (ad-hoc) tasks that would reasonably fall into the portfolio, as directed by the TD or OM.