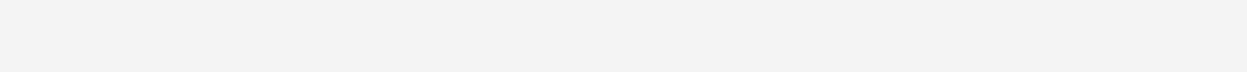


Co-op Work Term:	2022 - Winter
Position Type:	Co-op
Job Title:	Soccer Administrator Co-op Student
Job Location:	80 Bradford Street
Salary (indicate hourly range rate):	\$18.00
Job Description:	<p>Provide assistance to the District/League Administrator, with daily administrative functions within the District Office.</p> <p>Extensive inter-action / liaison with the Board of Directors, Ontario Soccer, other Districts, Clubs and Leagues.</p> <p>Work with volunteers to execute Board/OS mandated activities.</p> <p>Assist in the maintenance of management information and data systems, including the District web-site.</p> <p>Assist the Discipline Committee and Board members, as required, with advertising and support in regard to meetings, hearings, courses and programs.</p> <p>Assist in financial planning and tracking of District and League accounts.</p> <p>Act as one of the primary organizational interfaces for clubs and other leagues to confirm application and reporting deadlines, and to answer questions as they arise related to league operations.</p> <p>Prepare schedules for various league divisions.</p> <p>4-month or 8-month term co-op students may apply. Due to gapping requirements the successful applicant must take 5 days off without pay for every 4 months of co-op work.</p> <p>NOTE: Any students applying for the 8-month Co-op term</p>

	MUST obtain PRE-APPROVAL regarding their eligibility from their Program Coordinator and Co-op Consultant before submitting their application.
Job Requirements:	Familiarity with MS Office software. Evening and weekend work may be required. Valid Full G Drivers Licence required with good driving record. Proof of covid-19 vaccination
Open to All Programs:	
Targeted Co-op Programs:	Sport Management, Event Management, and Business
Start Date:	01/04/2022 (Flexible)
End Date:	04/29/2022 (Flexible)
Hours Per Week (must be rounded up or down with no decimals):	40

APPLICATION INFORMATION

Application Deadline:	Sunday December 5th, 21:00
Application Material Required:	Resume Cover Letter
Additional Application Information:	
Application Method:	Submit application material via email to hdsa@hdsasoccer.ca



ORGANIZATION INFORMATION

Organization:	Huronia District Soccer Association
Salutation:	Mr.
Job Contact First Name:	Brad
Job Contact Last Name:	Doubrough
Contact Title:	District Administrator
Website:	http://hdsasoccer.ca/
Address Line One:	80 Bradford Street
Address Line Two:	WW02
City:	Barrie
Province / State:	Ontario
Postal Code / Zip Code:	L4M
Country:	Canada

ADDITIONAL INFORMATION

Number of Positions:	1
No. of Weeks:	greater than 9 (for tax credit eligibility)