



Clackamas United

Role Description - Club Administrator

The role of the “Club Administrator” is to serve as the primary day to day administrator. The role will report to the “V.P. Business Operations” and will work closely with the club appointed accountant, “Club Fields Coordinator”, “Club Registrar”, and “Club Finance Administrator”.

Hours per week: 30 hours (part time)

Core hours: 10am-4pm, Monday-Friday.

The role holder will be required to work on average 30 hours a week, with the flexibility to choose those hours that suit the role, collaborating with other employees, and their own schedule.

While there are no defined hours the role holder should be aware that by its nature our business is largely conducted during evenings and weekends. On occasion the role holder may be required to perform additional duties, or work a different schedule as determined by “V.P. Business Operations”, or the “Board of Directors”.

This role description will be reviewed during or before March 2028.

Required Responsibilities

- **Administration**
 - Ensure that all regular tasks are scheduled (in the club calendar) and completed.
i.e.
 - Ensuring appropriate insurance is in place at all times
 - Assisting with club sponsorship renewals
 - Managing the procurement of all equipment and SWAG
 - Collecting items from storage, mailbox etc
- **Finance**
 - The role holder will be required to enter and process invoicing information with our Club Finance Administrator.
- **Events**
 - Helping at club events.
 - Organizing resources prior to the event
 - Being present at events to help ‘on the ground’



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- **Volunteer Coordination**

- Act as volunteer coordinator for the club ensuring that adequate volunteers are available when requested by committees, "The Board" or other responsible parties.

The ideal candidate will have a strong aptitude for organization, be process-oriented, and demonstrate a willingness to experiment with new ideas and methods, refining them to achieve improvements.

Requirements

- The role holder should be proficient in the use of modern office programs, to manage such documents, emails, spreadsheets and other necessary files.
- As the soccer club is not a typical 9-5 business, some off-hours work may be required from time to time as determined by the "V.P. Business Operations", or the "Board of Directors".
- This is a year round role, and is not subject to the same seasonal operating periods that the soccer operations are.
- The role holder will need to have regular access to a vehicle, as some responsibilities of this role will involve collecting items from storage, from our mailbox or helping with moving between locations.

Benefits

The role holder would be compensated at \$36,000 per year, paid in 12 equal installments in arrears.

As an employee the role holder will also be entitled to claim mileage reimbursement for all club business.