



Job Title: Club Administrative Assistant

Reports to: Club Administrator

SUMMARY

Under the direction of the Council Bluffs Soccer Club (CBSC) Board of Directors and under the direct supervision of Club Administrator, the Administrative Assistant, is responsible for assisting in management of club operations to provide a positive soccer experience for players, coaches, and parents that is consistent with the club mission and vision.

The Club Administrative Assistant is a part-time, hourly position for Council Bluffs Soccer Club (dba Iowa West Sports Plex, Western Iowa Surf), with estimated average 16hours per week required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes but are not limited to the following:

- Assist the Club Administrator with all soccer operations, including:

Soccer Operations

- Assist Directors of Coaching to ensure all coaches, team administrators and soccer officials have complete registration process and are up to date on all background checks and player safety requirements.
- Assist with registration process for all club programs U4-19.
- Assist club uniform ordering processes. Upload all team information to the management application.
- Works in partnership with soccer programming staff to implement team formations. Oversee the team formation check-in process.
- Assist the club Registrar to ensure Rosters/League Maintenance
 - Create and maintain league rosters within the club's registration system and sanctioning body registration system.
 - Create and maintain player passes for leagues and tournaments.
 - Monitor and support all team documentation needed. i.e. Proof of birth, Player pass photos, Medical Forms, etc.
- Train and support all managers for the Competitive and Surf Academy teams, including:
 - This position shall be the primary point of contact for all team managers.
 - Facilitate team manager training and meetings to support managers completing their required

- tasks.
- Hold meetings to train and go over what is expected and deadlines of required tasks.
- Provide process documentation for completion of tasks.
- Assist Tournament Director in operation of tournaments and ensure club policies and procedures are being followed.
- Maintain equipment inventory and plan for appropriate replacement over time.
- Oversee Veo usage and check-out to ensure all competitive and academy teams have adequate access for usage.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to consistently and independently meet expectations while performing each essential duty. The requirements listed below are representative of knowledge, skill and/or ability required. Must have a good understanding of Council Bluffs and surrounding metro area soccer community. Must be able to work a non-traditional schedule which may include evening and weekend hours.

LEADERSHIP SKILLS and MANAGEMENT ABILITY

This role should consistently demonstrate the following behaviors: trust, confidentiality, compassion, integrity, honesty, dignity, fairness and respect. This position requires support staff to maintain confidential data, as required by agency policies and procedures.

LANGUAGE SKILLS

Ability to read, analyze and interpret accounts payable and receivable documents. Ability to respond effectively to the most sensitive inquiries. Ability to articulate themselves using professional techniques or style

Ability to read, write and interpret documents on policies and procedures. Ability to understand, use and train on various computer software and hardware system and databases.

BACKGROUND

Must be able to pass a background check and be bonded and eligible to work in the United States.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most job functions will be performed in a standard office environment or remotely from home. While performing the duties of this job, the employee may be exposed to outside weather conditions, extreme cold and extreme heat. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

