



Position: Club Administrator

Organization: Oshawa Turul Soccer Club

Location: Oshawa, Ontario

Hours: *Part-time (25 hours per week, with additional hours as required/ approved for Committees, Club Tournaments, and Annual Member Meetings)*

Reports to: Executive Board of Directors (Primary Contact: Club Secretary)

About Oshawa Turul Soccer Club

Oshawa Turul Soccer Club is a **not-for-profit organization** affiliated with **Ontario Soccer and Durham Region Soccer Association (DRSA)**. We are committed to providing a safe, inclusive, and development-focused environment for players, coaches, and volunteers while ensuring full compliance with governing bodies and legislative requirements.

Role Overview

The **Club Administrator** is responsible for overseeing the day-to-day administration of the club, ensuring compliance with **Ontario Soccer, ONCA, and DRSA regulations**. The successful candidate will work closely with the **Executive Board of Directors**, particularly the **Club Secretary**, to manage player and team registrations, governance, compliance, and administrative functions.

Key Responsibilities

1. Registration & Compliance

- Administration of players, **team, coach, and volunteer registrations** via Ontario Soccer's official platforms.
- Ensure **compliance with Ontario Soccer, DRSA, and ONCA regulations**, including proper documentation for all members.
- Verify and track **Police Vulnerable Sector Checks (PVSC)** and screening requirements for all coaches, managers, and volunteers.
- Maintain accurate and up-to-date records in accordance with **Ontario Soccer's Operational Policies**.



2. Communications & Member Support

- Act as the **first point of contact** for members, teams, and external stakeholders, ensuring professional and transparent communication.
- Provide timely updates and announcements regarding **registration, league operations, club events, and Ontario Soccer mandates**.

3. Event & Tournament Coordination

- Support **club tournaments, fundraising events, and Annual Member Meetings (AMM)** by managing logistics and administrative requirements.
- Work collaboratively with **club committees and volunteers** to ensure smooth execution of events.

4. Financial & Record Keeping Support

- Assist the **Treasurer and Executive Board** in tracking membership fees, player refunds, and financial transactions as per **Ontario Soccer financial guidelines**.
- Maintain **club records and documentation** in compliance with **ONCA and DRSA requirements**.

Qualifications & Skills

- Knowledge of **Ontario Soccer and DRSA regulations** (or willingness to learn).
- Experience with Sports Engine
- Strong **organizational and administrative** skills, with attention to detail.
- Excellent **written and verbal communication** skills.
- Experience in **sports administration, governance, or non-profit operations** is an asset.
- Proficiency in **email management, Microsoft Office, and Ontario Soccer registration platforms**.
- Ability to work independently while maintaining collaboration with the Executive Board.
- Commitment to maintaining **confidentiality, professionalism, and compliance** with all governing regulations.

How to Apply

Interested candidates should submit their **resume and cover letter** outlining relevant experience to **Allison Saul** [Email](#) by **March 10, 2025**.



Please note: This role is remote, but will often require local travel to the Oshawa Civic Recreation Complex, Ontario Tech University, Club House etc.

This position will be an Independent Contractor within a pay range of \$21-\$24/ hour CDN, on a part-time basis of 25 hours per week.

Oshawa Turul Soccer Club is committed to equity, diversity, and inclusion. We encourage applications from all qualified individuals, including those from diverse backgrounds. All applicants will be acknowledged via email; those qualified will be contacted for an interview.