

Club Assistant Administrator/Scheduler

Position is part time/full time depending on time of the year. Work in the office and remote.

Pay - \$18 - \$20 per hour.

Job Description:

- Responsible for scheduling practice times for Spokane Sounders, FC Spokane, and Spokane Scotties teams.
- Responsible for scheduling home game times and field locations for Spokane Sounders, FC Spokane, and Spokane Scotties teams. This includes ECNL, GA, DPL, RCL, WISL and WPL games.
- Work with team managers and/or coaches on game reschedules.
- Submit fields allocation requests for field rentals at DMC, South Complex and Planters Ferry.
- Works closely with Polo Fields groundskeeper to ensure field layout is correct and necessary fields are prepared for league games and tournaments.
- Responsible for uploading home game schedules to Arbiter (referee scheduling site).
- Work closely with Referee Assignor to ensure referees have been assigned to home games.
- Assists Office Administrator with team manager training.
- Assists Office Administrator with tryout registration & check in.
- Trace Cameras – responsible for maintaining schedule for team's use of Trace cameras. Troubleshoot with Trace Customer Support when there are issues with uploading, tracers, and camera.
- Keep record of all Certificate of Insurance (COI). Provide to facilities when requested.
- Coordinate travel for GA and ECRL National events. This includes reserving group flights, rental vans and hotel/room blocks.
- Invoice U11 & U12 players for tournament fees and coaches travel expenses.
- Assist answering phone and responding to emails for FC Spokane.

Requirements:

- Experience using Excel.
- Good communication skills.
- Organized.

Email resume to Peggy@spokanesc.org