

Administrator for HFC United

This is an opportunity to be part of our HFC United soccer community (www.hfcunited.org), located in Hastings, MN, where you will be in charge of registrations and day to day operations of the soccer club.

Overall, this is a part-time, salaried position that will fluctuate in hourly expectations throughout the year with the biggest commitment being during the spring/summer season, but will be a year-long commitment.

Timeline:

1. Candidates are to submit their resume to both email addresses: hfcunited.board.president@gmail.com and hfcunitedvp@gmail.com by 5/31//2021.
2. Interviews will be held as soon as possible.
3. The HFC Board will make the final decision once the interviews are completed.

Any questions can be sent to Ceil Strauss at hfcunited.board.president@gmail.com.

Duties and Responsibilities:

- Manage registration system, from creation to distribution of information to DOCs, coordinators, and board.
- Main point of contact for the club (mail, email, and phone).
- Organize and prepare bills in coordination with the treasurer.
- Maintain user instructions for registration system, updating club website, and other club tasks and procedures (including, but not limited to accessing TCSL/MYSA/USSSA websites for team, player and adult registrations, game scheduling, etc.).
- Keep all usernames and passwords secure and shared with only appropriate board members.
- Maintain a calendar of HFC tasks and confirm completion.
- Assist field coordinator, as needed, in working with teams on game schedules and reschedules.
- Work with travel director, DOCs, recreation director, coed indoor coordinator and others, as needed, to ensure annual inventories are completed.
- As requested by DOCs, travel and recreational directors, and other board members and coordinators, facilitate staff, parent, and coaching meetings; including those specifically designated by the club board.
- As directed by the board, organize, implement, and execute soccer activities and programs.
- At the direction of the board or DOCs, oversee scheduling for camps, tryouts and other trainings
- Actively participate in the recruitment and recommendation of other open staff positions within the club.
- In coordination with the volunteer coordinator, maintain volunteer hours.
- At the direction of the board, schedule parent education programs and make available training materials, links or guidelines.
- Actively attend HFC board meetings as an ex-officio non-voting member.
- Actively represent HFC and attend MYSA or TCSL meetings or symposiums during the year.
- Communicate actively with the board.
- Standard response time to emails and calls should be 24 hours.
- If HFC coordinator positions are vacant for any reason, the undersigned Admin will help the HFC board complete the duties of the position until a replacement for the coordinator is in place.
- Other duties as assigned by the HFC Board.

Minimum Requirements:

- Pass background checks and safety classes as required by associations in which HFC are members.
- Reliable transportation.
- Reliable communication devices to receive and send emails and phone calls.
- Ability to update and access necessary team and roster information online.
- Working conditions may include both indoor and outdoor.
- Position may require night, weekend, and daytime hours.