



Bonivital Soccer Club
100 Sunset Boulevard | Winnipeg, MB | R2M 0X5
www.bonivitalsoccer.com | 204.691.8440

Job Posting – Club Coordinator

Bonivital Soccer Club (BVSC) is seeking a qualified individual for the position of full time Club Coordinator. Reporting to the Executive Director, the Club Coordinator is responsible for:

- Provide exceptional customer service to enhance the experience of our customers
- Respond to inquiries, requests, and concerns about programs, and registrations
- Answer phone calls and emails professionally
- Create member profiles, assign membership, program registrations and more through our online registration system
- Process online credit card and point of sale transactions
- Work with community clubs for field and gym permits, and field maintenance
- Work independently as well as be a team
- Assisting with on field academy sessions
- Other duties as assigned

QUALIFICATIONS

- A degree or equivalent in marketing, business or public administration or in another business-related vocation from an accredited post-secondary institution
- Experience with working in a non-profit volunteer-led organization
- Experience with sport administration, preferably youth sport
- Excellent verbal and written communication skills and strong conflict resolution skills
- Experience with coaching an asset
- A high level of computer literacy with extensive experience working with online registration and payment processing systems
- Must be able to work flexible hours, including weekend events
- Must have current Criminal Record and Child Abuse Registry clearances

Salary commensurate with qualifications and experience.

Interested candidates may apply by submitting a detailed resume with cover letter via PDF or Word Document by **5:00 p.m. September 6, 2021** to:

Kevin Dick at kevin.dick@bonivitalsoccer.com
Bonivital Soccer Club
100 Sunset Boulevard
Winnipeg, MB, R2M 0X5

We thank all applicants, but only those selected for an interview will be contacted. No telephone calls please.