



Macky Singh, Regional Technical Director, Soccer New Brunswick (West Region)

Tel: 1-506-206-1375; Email: macky@westregionsoccernb.org

## **West Region Soccer League Administrator**

**Job Title:** WRSL League Administrator

**Start and end dates:** Starting March 2010 – September 2010

**Other:** Reporting to and under the direction of the West Region Soccer League Board, the League Administrator will coordinate and administer the logistics of the Hyundai Fredericton West Region Soccer League (WRSL) and Hyundai Fredericton West New Brunswick Championship Cup (WNBC) in accordance with WRSL and WNBC rules and regulations.

**Honorarium:** \$3,500 (Paid in installments as follows: May 15<sup>th</sup> (\$500), June 15<sup>th</sup> (\$500), July 15<sup>th</sup> (\$500), August 15<sup>th</sup> (\$500) & September 15<sup>th</sup> (\$1500).

### **Job Description**

Under the direction and supervision of the WRSL Board, the League Administrator will perform the following duties in relation to the Fredericton Hyundai WRSL & WNBC competitions:

- Manage all aspects of the team entry process including the sorting and processing of team entry applications, issuing receipts and tracking track payments;
- Develop team / region contact database to be posted on the West Region Soccer web site and distributed to all clubs in West Region and South Region Soccer League.
- Track and verify Coaches credentials and distribute to all clubs in West Region.
- Develop, distribute and manage the league schedule for each age division giving consideration to “no play date” requests;
- Distribute team packages and materials related to league operations;
- Track and process team roster submissions;
- Compile club/team field and kick-off time submissions and incorporating them into the final schedule;
- Consider, manage and update any subsequent requests for schedule changes;
- Process and track game reports; prepare and post league standings on the WRS website;
- Process and track league discipline in accordance with WRSL rules and regulations;
- Resolve schedule conflicts, and reschedule matches in accordance with NBSL rules and regulations;
- Maintain up-to-date league information and schedules on the WRS web site;
- Maintain league statistics and standings and post them on WRS web site;
- Coordinate and track the assessment of penalties against teams in accordance with WRSL rules and regulations;
- Liaise with club contacts;
- Work with the Southern Region Soccer League to organize the WNBC Cup;

The League Administrator may also be responsible with performing other administrative and clerical duties as required for the League.



**West Region Soccer Association**

P.O. Box 30084, Prospect Plaza, Fredericton E3B 0H8, New Brunswick, CANADA  
[www.westregionsoccernb.org](http://www.westregionsoccernb.org)

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**Candidate profile**

The preferred candidate for the position of League Administrator will have the following skills and qualifications:

- Excellent communication and interpersonal skills;
- Demonstrated ability to multi-task and effectively manage time;
- Experience in working with volunteers;
- Ability to work independently in a fast-paced environment;
- Experience in sport; experience in soccer as a player or coach would be an asset;
- Efficient computer skills (Outlook, MS Word, Excel, Internet Explorer); and
- Willingness to work some non-traditional hours.

In the event that funding for this position is required (and subsequently provided) through a government agency, the successful candidate must meet the standards of the respective funding program.

West Region Soccer League is committed to equity and values diversity and welcomes applications from all qualified candidates. Applications, including a letter of introduction, a resume and 2 references, must be submitted by **February 12<sup>th</sup>, 2010** to the attention of:

Job Search Committee  
West Region Soccer League  
Email: [wrsi@westregionsoccernb.org](mailto:wrsi@westregionsoccernb.org)

West Region Soccer Association Sponsors:

