

HFC United Administrator

This is an opportunity to be part of our HFC United soccer community (www.hfcsoccer.org), located in Hastings Minn. where you will be on charge of the day to day operations of the soccer club. We are in the midst of accelerating and enhancing our soccer community and seeking a highly qualified candidate for the position of HFC Administrator.

In this position, you will hold the following **primary accountabilities**:

- Administration: Day to day operations, registrations, bills, scheduling, primary club contact, etc.

Additional Duties and Responsibilities may include:

- Manage registration system, from creation to distribution of information to DOC, coordinators, and board.
- Main point of contact for the club; mail, email, and phone
- Organize and prepare bills
- Maintain calendar of HFC tasks and confirm completion.
- Work with teams on game schedules and reschedules.
- Conduct staff, parent, and coaching meetings; including those specifically designated by the club board.
- Organize, implement, and execute soccer activities and programs.
- Oversee scheduling for camps, tryouts and other trainings
- Actively participate in the recruitment and recommendation of others open staff positions within the club.
- Implement a parent education program.
- 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.
- Other duties as assigned.

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. Candidates are to submit their resume to both email addresses: hcfunited.board.president@gmail.com and hfcunitedvp@gmail.com .