**Job Description – League Administrator**

The National Capital Industrial Soccer League (NCISL) is an adult recreational soccer league that operates in Ottawa.

**Job Description**

We have an immediate opening for a short term position as the League Administrator reporting to the General Manager. Flexible working hours can be arranged.

**Eligibility**

This position has been made possible through a grant by the Canada Summer Jobs Program. Consequently, only individuals who intend to be attending secondary or post-secondary school in September 2021 will be considered. Job applicants must be at least 17 years old, and have fulltime access to transportation in and about the west-end of Ottawa.

**Responsibilities**

* Review all game sheets received by the NCISL and identify discipline problems to the Director of Discipline
* Attend all games at Richcraft Rec Complex as field marshall.
* Help promote the NCISL through twitter and facebook
* Contact referees who have not submitted their game sheets or who are not following the correct NCISL game reporting process
* Act as administrator for all discipline hearings held by the NCISL
* Following direction from the General Manager, manage the league schedule throughout the season
* Issue fine letters as required
* Issue suspension letters as required
* Assist the General Manager and the Board of Directors as requested

**Requirements**

Ideally the individual must

* Have a minimum 1 year work experience in a service environment
* Excellent computer skills with web browsers, and Microsoft Office
* Excellent interpersonal skills
* Excellent social media skills
* Can communicate effectively
* Enthusiasm for soccer
* Have a driver’s license and access to a vehicle

**How to apply**

Please complete the application form below and return to [admin@ncisl.com](mailto:admin@ncisl.com) by Sunday June 13th.

Please attach you latest resume with your application

1. Your name

2. Date of birth

3. Address

4. Telephone #s

Day

Evening

Cell

5. Email address

6. High School, College or University that you are currently attending

7. High School, College or University you are planning on attending in September 2021

8. What will you be studying at school in September 2021?

9. The highest education certification that you have achieved.

10. Do you have a driver’s license?

11. Do you access to a vehicle during the day and early evening?

12. Please provide in less than 100 words your soccer experience