



**Kamloops Youth Soccer Association  
Coordinator - Member Services  
Job Posting**

1550 Island Parkway Drive,  
McArthur Island

**Mailing Address**  
PO Box 24081

#70-700 Tranquille Rd.  
Kamloops, BC V2B 8R3

p. 250.376.2750  
f. 250.376.4347

w. [kysa.net](http://kysa.net)

**POSITION OUTLINE**

We are a vibrant and community centric soccer club committed to fostering a love for soccer among all of our members. This role is pivotal in enhancing the club experience for all members and stakeholders. You will work closely with our community to ensure effective and efficient administration across the association.

The Coordinator - Member Services role involves a wide range of administrative duties, including member registration, communication, program and event coordination, and financial management, to support the club's operations and objectives. The Coordinator - Member Services works closely with the club's members, management team, and external partners to foster a positive, inclusive, and engaging soccer community. This is a full time position and reports directly to the General Manager.

**KEY RESPONSIBILITIES:**

**Customer Service and Communication:**

Serve as the club's primary contact, ensuring excellent customer service and communication across multiple platforms, managing digital content, and overseeing financial transactions to enhance the club experience for all members and stakeholders.

**Membership and Registration Management:**

Manage and streamline membership registration and transfer processes, ensuring accuracy, compliance with club policies, and facilitating necessary membership adjustments and travel permits.

**Administrative Support and Office Management:**

Oversee office operations, including supply and equipment management, offering administrative support to various teams, and generating performance reports and analyses upon request.

**Program & Event Support:**

Assist in the coordination and logistical support of club programs and events, including managing apparel and equipment, tracking inventory, and facilitating field bookings and referee scheduling.

**Team participation:**

Contribute to a positive team culture, participating in staff meetings, and attending club events and meetings as required to support club activities and engagement.



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**Required Skills & Attributes:**

- Required administrative experience, preferably in grassroots sports environments, highlighting community dynamics understanding.
- Demonstrated competency in using and managing social media platforms for organizational engagement and communication.
- Proficient in multitasking and prioritizing multiple projects independently and as part of a team.
- Legally eligible to work in Canada and willing to undergo a Criminal Record Check.
- Demonstrated passion for community engagement, with a track record of creating positive experiences.
- Excellent communication, organizational, and time-management skills, with strong interpersonal and leadership qualities.
- Highly motivated to deliver 'best in class' customer experiences, aligned with our club values of Community, Inclusion, Respect, Growth, and Excellence.
- Proficiency in Microsoft Office Suite and Google Workplace, with a willingness to learn challenging registration software systems

Candidates must have availability from 10am to 6pm Monday through Friday. Salary is commensurate with qualifications and experience.

**APPLICATION PROCESS:**

We are looking to fill this position quickly and interested candidates are asked to apply ASAP. Application reviews will begin immediately and the position remains open until filled.

*To apply, please email your resume and cover letter to our General Manager - Lyle Dos Santos ([lyle@kysa.net](mailto:lyle@kysa.net)) with the subject line "Application: Coordinator - Member Services".*

We thank all applicants and only those selected for an interview will be contacted (no phone calls please).