



### **Job Description: ADMINISTRATOR**

#### **WHO ARE WE?**

Kerrisdale Little League is celebrating over 70 years of baseball in the Kerrisdale community! The League provides the opportunity for girls and boys between the ages of 4 and 12 to play and enjoy baseball. Currently, we have over 300 Kerrisdale families involved, plus a tremendous number of volunteers, who work together to make our league successful. We are looking for a part-time administrator (weekly hours vary, but maximum of 20 hours a week) to work with our board and committees to enhance the baseball experience for everyone.

#### **WHO ARE YOU?**

You have solid organizational and communication skills, a strong will to learn, and a desire to partner with others. You're a jack of all trades – providing administrative support, updating the website, organizing league events and attending board meetings. You're organized, have great attention to detail and strong technology skills. Mostly you're a team player looking to help out in any way that you can!

#### **ABOUT THE ROLE**

This position is a work-from-home position, and the hours are for the most part flexible and adaptable to your schedule. The starting salary for this role is \$23 per hour with consideration given to previous experience.

You will report to the Kerrisdale Little League President, and under their guidance, you will provide support for a broad range of duties to the KLL board including, but not limited to:

#### **Administrative tasks:**

- Provide generalized support to the President;
- Attend all KLL Board Meetings (alternating between virtual and in-person), providing input in a non-voting capacity;
- Support the Secretary of KLL, take and circulate meeting agendas and minutes, and complete Society Act paperwork;
- Organization of all divisions and team formations while working closely with Executive Committee and Division Coordinators;
- Act as the point of contact for Vancouver Parks Board, and submit KLL's Field Permit applications;
- Facilitate the transference of knowledge between successive Board members by, among other things, keeping all society records and maintaining "job descriptions" of all volunteer positions;
- Pre-season assessment support: Tabulate scores and prepare overall rating on each player for drafting purposes;
- Provide generalized administrative support for the League, including tasks such as data collection

and spreadsheet creation, as needed and as assigned by the President;

**Registration:**

- Administer the KLL registration system, including all systems administration work;
- Respond to all registration and league inquiries;
- Organization of online registration system;
- Provide player information to Division Coordinators, KLL Board, Little League Canada for LL Charter;
- Update membership database and send out all emails to membership;

**Website Administration:**

- Learn all aspects of the KLL website;
- Update and maintain website as requested by members of the league executive;
- Write and edit copy for placement on the website;
- Make recommendations to improve presentation and efficiency;

**Social Media:**

- Manage and coordinate Instagram and Facebook;

**Scheduling:**

- Manage and coordinate field bookings;
- Coordinate with Board, Division Coordinators and coaches about tournament scheduling and games with neighboring Little Leagues

**Marketing:**

- Assist with the implementation of approved marketing strategies as required and as assigned by the President, in coordination with the Marketing Committee;

**Event Planning:**

- Organize pre-season assessment and be on-site coordinator on those days;
- Organize KLL Opening Day and Closing Day, and be the on-site coordinator on those days; and
- Organize league events such as Managers and Coaches night(s).

**HOW TO APPLY?**

Submit your well-crafted, error-free resume to the attention of the KLL Board of Directors at [president@kerrisdalebaseball.com](mailto:president@kerrisdalebaseball.com). Applications close when the position is filled.