



# TZEACHTEN CHILLIWACK UNITED

FOOTBALL CLUB

## **Registrar / Administrative Assistant**

**Location:** Onsite – Chilliwack, BC

TC United Head Office (#5-45323 Hodgins Ave)

**Hours:** 25 hours/week with required in-office hours; additional hours during peak registration periods as needed

**Wage:** \$28-\$35 per hour, based on experience and qualifications

### **About Us**

At Tzeachten Chilliwack United FC, we believe that “Every Player Has a Place.”

Built on the combined histories of the Tzeachten Youth Soccer Association and Chilliwack Football Club, TC United reflects a shared commitment to community, player development, and excellence in the game.

We provide programs for players of all ages and skill levels — from first-steps in soccer to competitive youth streams — and rely on both staff and volunteers to create a welcoming, inclusive environment for families across our community.

### **Role Overview**

We’re seeking a reliable, organized, and people-oriented Registrar / Administrative Assistant to support our club’s operations and membership services. This key role works closely with both the Executive Director and Technical Director and serves as a primary point of contact for families, players, coaches, and volunteers.

The position is based onsite with required in-office hours and includes management of the club’s registration platform, TCU Info Inbox, and main phone line. The workload varies throughout the soccer calendar, particularly during registration periods, and flexibility is essential.

This role is based at 25 hours per week, with the expectation that hours may increase to approximately 30 hours per week during peak registration periods as required.



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## What You'll Do

- Manage player and program registrations, including applications, payments, receipts, and maintaining accurate membership records through the club registration platform.
- Provide registration support and assistance to members and families throughout the registration process.
- Manage the TCU Info Inbox and main club phone line, responding to member inquiries in a professional and timely manner.
- Support members and families who visit the office in person seeking assistance with registration, payments, program information, or general club inquiries.
- Act as a friendly and helpful point of contact for members, families, volunteers, and coaches via phone, email, and in-person interactions.
- Prepare required documentation including player cards, transfers/permits, and league or governing-body registration paperwork.
- Support scheduling coordination for practices, tryouts, field bookings, and club programming.
- Provide administrative support to both the Executive Director and Technical Director, including correspondence, reports, meeting notes, and general office administration.
- Attend and support club events, registration nights, and seasonal administrative projects as required, providing both administrative and hands-on operational support for members, families, and staff.
- Support operational needs during peak registration periods, including occasional extended hours or evening availability.

## Who We're Looking For

- Previous experience in administration, customer service, or ideally club/sport registration.
- Strong communication and customer service skills with the ability to interact professionally with families, volunteers, coaches, and staff.
- Experience working with registration platforms, spreadsheets, CRMs, and digital communication tools.
- Highly organized with strong attention to detail and the ability to manage multiple priorities.
- Comfortable working onsite during scheduled office hours.
- Comfortable working in a public-facing environment and assisting members both digitally and in person.
- Flexible and adaptable to seasonal workload increases.



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- Willingness to attend and support club events outside regular office hours as needed.
- Able to provide a valid Criminal Record Check (vulnerable sector) — required for working with youth programs.

## Why Join Us

- Be part of a community-focused club that welcomes players, families, and volunteers from across the region.
- Contribute meaningfully to youth development, inclusion, and a positive soccer experience for all ages.
- Opportunity for additional hours and greater involvement during seasonal peaks.
- Work in a supportive, team-oriented environment where your contributions directly help shape the club's success and community reach.

## How to Apply

Please send your resume and a short cover letter outlining your experience and availability to [info@tcufc.ca](mailto:info@tcufc.ca) by **June 24<sup>th</sup> at 4 p.m.** with the subject line: "Registrar / Administrative Assistant Application".