



KidSport Edmonton Program Administrator Job Description

KidSport Edmonton is a local non-profit-organization that has been in the community for over 25 years. Running a fee assistance program called 'So ALL Kids Can Play!', subsidizing sport registration fees for kids who live at/below the poverty line.

Role Overview

You will serve as an integral member of The KidSport Edmonton (KSE) Team through administering KidSport's 'So ALL Kids Can Play!' Grant Program. Externally communicating, connecting with and supporting KidSport families & Sport Club Partners, as well as internally looking after the administrative roles associated to administering a grant program including database entry.

Role Information

- Start Date: Mon Aug 16, 2021
- Job Title: Program Administrator
- Position Type: Part Time Employee
- Hours: 24 hours per week
- Pay: \$15/per hour
- Location: Home & Office (Percy Page Centre)
- Benefits: Free parking, laptop, flexible hours (evening & weekend shifts available)
- Note: Potential pay & hour increase in 2022

Accountability, Reporting & Evaluation

- This position is accountable and reports directly to the Director of Operations through weekly reporting
- This position is evaluated by the Executive Director (3-month review and annual review)

Responsibilities

KidSport Program (90%)

- General communications with the community via phone, emails, etc.
- Keep KidSport family database and Sport Club Partner databases updated with current contact information
- Track and provide weekly Program updates to the Director of Operations
- Input and maintain KidSport's 'So ALL Kids Can Play!' Grant Program:
 - o Receive online and paper applications
 - o Input data into database
 - o Review, follow up, approve and communicate status of applications with KidSport families & Sport Clubs while keeping the Sport Club database up to date
 - o Send referrals of approved applicants to Sports Central
 - o Work with Bookkeeper to cut cheques via QuickBooks online
 - o Complete follow up tasks associated

General (10%)

- Understand the budget and direct impact for your role
- Provide a high level of customer service within all interaction with community members
- Collect data: for general awareness, donor communications, annual budget prep and year in review content
- Support with other tasks when time allows i.e., Top Notch Program, Year-end Reporting for KidSport Alberta



Qualifications

- Working on college degree in a related field, preferred
- Experience with QuickBooks Online, Microsoft 365, Mail Chimp or similar software programs, preferred
- Understand fund management process including cheque writing, financial reporting, and database/excel spreadsheet maintenance, an asset
- Willingness to learn and continue education for best practices within role
- Excellent communications skills both verbal and written
- Work independently in a fast-paced, deadline-driven environment
- Self-starter, able to work independently; enjoys creating and implementing new initiatives
- Excellent attention to detail with strong administrative and organizational skills
- Strong passion for sport and physical activity and understanding of the local sport system would be an asset
- Understanding of the issues/opportunities regarding the participation of under-served populations in sport
- Passion for KSE's mission
- Current criminal record check

How to Apply

- Deadline for applications: end of day on Wed Jul 28, 2021
- Interested applicants are invited to submit a resume with cover letter, by email to dayna@kidsportedmonton.com
- KidSport Edmonton thanks all applicants for their interest, however only those selected for an interview will be contacted.