



Paris Soccer Club Clubhouse Convenor

Role

Manage the operations of the clubhouse, including staff, product and maintenance of the facility.

Help the association to

- Operate PSC's clubhouse to ensure that this facility is kept clean, organized and offers services including, meeting space for PSC, concession stand, washrooms and storage for the club.

Time commitment

- One to two year term
- On average, 10-12 hours per week

Responsibilities

- Review the facility to ensure that it is kept clean, safe and organized
- Support the hiring of volunteers and staff to run the concession stand
- Discuss supplies orders with PSC purchaser
- Review inventory to be sure that product is in good standing order
- Make repairs to equipment or building, if not possible, hire professionals to make repairs
- Assist PSC with running tournaments, including setting up referee and tournament convenor tents
- Open up facility at beginning of season and close down facility at end of season.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with all PSC stakeholders*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

