



Kitchener Soccer Club
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Kitchener, Ontario
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Phone (519) 896-8947
Fax (519) 896-8959
www.kitchenersoccerclub.com

The Kitchener Soccer Club (KSC) is looking for a committed individual with strength in customer service to fill the role of office coordinator in a part-time capacity. KSC is looking for someone to fill evening and weekend hours to perform receptionist duties. Job responsibilities include but would not be limited to taking registrations, handling phone calls & e-mails & assisting with the coordination of house league, all-star and rep programming.

If interested, please submit your resume with cover letter to:
programmanager@kitchenersoccerclub.com.

Deadline for submission is Tuesday, January 31st at 5:00pm.