



Bonivital Soccer Club  
100 Sunset Boulevard | Winnipeg, MB | R2M 0X5  
www.bonivitalsoccer.com | 204.691.8440

### **Job Posting – Club Coordinator**

Bonivital Soccer Club (BVSC) is seeking a qualified individual for the position of **Club Coordinator** (Full Time, 40 hours per week). Reporting to the Executive Director, the Club Coordinator supports the day-to-day administrative and operational activities of the club and plays a key role in ensuring programs run smoothly for players, families, coaches, and volunteers.

### **Key Responsibilities**

- Respond to general inquiries, requests, and concerns regarding programs and registrations, and route inquiries to the appropriate team member when required
- Manage roster entry, program setup, and registration administration through the club's online registration system
- Assist the Executive Director in coordinating and supporting recreational programming
- Serve as the primary point of contact for the Green Team and field maintenance coordination
- Maintain and manage an inventory of club equipment and supplies
- Assist with club marketing initiatives and social media activities as required
- Support technical staff on the field as a coach within club programs when required
- Perform other duties as assigned

### **Qualifications**

- Ability to work both independently and collaboratively within a team environment
- Demonstrated commitment to customer service and professional communication
- Experience working within a non-profit, volunteer-led organization
- Experience in sport administration, preferably within youth sport
- Strong verbal and written communication skills, including effective conflict resolution
- Coaching experience is considered an asset
- Experience managing or supporting social media is considered an asset
- Bilingualism in French and English is considered an asset
- Post-secondary education in marketing, business administration, public administration, or a related field, or an equivalent combination of education and experience
- High level of computer literacy, including experience with online registration and payment processing systems
- Ability to work flexible hours, including evenings and weekends

**Please note:** This position is not tied to team travel.

Interested candidates may apply by submitting a detailed resume with cover letter via PDF or Word Document by **5:00 p.m. March 12, 2026** to:

Steven Gzebb at [steven.gzebb@bonivitalsoccer.com](mailto:steven.gzebb@bonivitalsoccer.com)  
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We thank all applicants, but only those selected for an interview will be contacted. No telephone calls please.