



# **BRAMPTON MINOR BASEBALL INC.**

36 Van Kirk Drive, Brampton, ON L7A 1B1  
Telephone (905) 458-6963 – [www.bmbi.net](http://www.bmbi.net)

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## **POSITION AVAILABLE:**

ADMINISTRATOR

## **POSITION DESCRIPTION:**

- The position is that of a Volunteer with a stipend, with no specific weekly hours;
- The stipend offered is \$2,500 per month less all source deduction plus usual benefits;
- Place of work is determined mainly by the Volunteer, however, the Volunteer must perform part of the duties at BMBI office Monday to Friday from 2:00 PM to 6:00 PM;
- The Volunteer must store all the data and files on the BMBI computer, the Volunteer will have access to the BMBI computer remotely when not at the BMBI office.

## **DUTIES:**

- Perform all duties that of the Registrar for Recreational, Rep and Select divisions and Tournament Registrations:
- Reply to all phone calls re-directed from the President;
- Reply directly and or disseminate to the responsible person all incoming emails;
- Prepare all registration reports for President, Treasurer, VP of Rep and Select, and for the Convener of Rec league:
- Prepare all tournament reports with breakdown by total teams for each division for the President, Treasurer, and the tournament chair:
- Assist all the Directors, Executive Officers and Committee Chairpersons when needed;
- Assist Treasurer to prepare reports and backup documents for the Auditor;
- Coordinate with the web committee for all on-line registrations.
- Organize the Rep/Select coaches vulnerable sector checks “VSC” and Declarations for all other coaches, as needed;
- Organize and schedule meetings:
- Organize and assist with picture days:
- Maintain Contact lists of players, coaches, umpires and ECM;
- Assist the President to resolve administrative issues:

## **REQUIRED SKILLS:**

- Familiar with non-for-profit organization
- Excellent Microsoft Office skills, such as Word, Excel and PowerPoint:
- Some computerized knowledge of bookkeeping.

Please contact M. Fascia by email, [treasurer@bmbi.net](mailto:treasurer@bmbi.net) by December 15<sup>th</sup>, 2018, any application received after this date will not be accepted.