

VOLUNTEER OPPORTUNITY

HR & Contractor Administration Lead

Help PoCo FC build strong, fair and organized people processes.

Volunteer Leadership

People & Culture

Contracts & Compliance

POSITIONS

1 volunteer

ROLE TYPE

**Advisory
support lead**

FOCUS

**HR & contractor
admin**

EXPERIENCE

**HR background
preferred**

CONTACT

Craig Widmer

PoCo FC is looking for **1 volunteer with human resources, people operations, compliance, or contractor administration experience**. As our Club grows, we need help building clearer systems for roles, agreements, onboarding, records, renewals and fair people processes.

What this role is really about

This role is not about taking over staff management or making decisions alone. It is about helping the Club put professional HR and contractor administration practices in place so staff, contractors and volunteers have clearer roles, better support and a more consistent experience.

ROLE DETAILS

What the Lead may help with

- Support role descriptions, contractor agreements and renewal tracking.
- Help organize onboarding and offboarding checklists.
- Support consistent staff and contractor recordkeeping.
- Help develop simple templates for hiring, reviews and role changes.
- Identify when legal, accounting, payroll, or Board review is needed.
- Support fair process when staff or contractor concerns come forward.

Who this role is best suited for

- Someone with HR, people operations, or employment administration experience.
- Someone who understands confidentiality and professional boundaries.
- Someone who can be practical, fair and steady in sensitive situations.
- Someone who can help build process without making it overly complicated.
- Someone who wants to help the Club grow in a thoughtful and organized way.

Helpful experience

This role would be especially well suited for someone with experience in one or more of these areas:

- Human resources, people operations, or HR advisory work.
- Recruitment, onboarding, performance support, or employee relations.
- Contractor administration, service agreements, renewals, or document control.
- Employment standards, workplace policy, compliance, or privacy.
- Nonprofit, sport, community organization, or small-business operations.

Training, time and support

PoCo FC will provide access to current role descriptions, contracts, templates and Club processes.

- Review of PoCo FC employment and contractor documents.
- Review of confidentiality, privacy and records expectations.
- Safe Sport or Respect in Sport training if required by the Club.
- Criminal Record Check or other screening if required.

Time commitment: as needed, with heavier involvement during hiring, renewals, onboarding, offboarding, or policy updates.

This is an advisory and support role.

The HR & Contractor Administration Lead helps the Club build better systems and keep people-related work organized. The role does not replace the Board, Executive Director, Treasurer, accountant, payroll provider, legal counsel, or any formal decision-maker.

Why this role matters

PoCo FC has reached a size where good intentions are no longer enough. We need stronger people systems so roles are clear, records are organized and decisions are handled fairly. If you have HR experience and want to help guide a growing community club, we would love to hear from you.

Craig Widmer
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