

EYSA Program Coordinator

Job Description

The EYSA Program Coordinator will assist with multiple EYSA business and planning functions across the Association by primarily focusing on the following 3 key areas:

- Project Management
- Tournament Planning & Coordination
- EYSA Futures Planning & Coordination

Responsibilities

This is an administrative position primarily. The bulk of your time will be spent working with the EYSA Executive Officers (primarily the President and Vice President) on enabling and managing various programs as outlined below.

Project Management

Activities will include one or more of the following pan-EYSA projects as the need arises:

- Select Tryout Planning & Coordination
- Volunteer Recruiting & Coordination for all programs
- Uniform Coordination
- Scholarship Program Coordination
- Player Clinic planning & coordination

Tournament Planning & Coordination

EYSA will be starting two new REC tournaments in 2015 --- a Jamboree in the late summer and a post-season Rec tournament in the late fall. This role will drive the process to bring together the individuals to plan these tournaments. Activities may include one or more of the following:

- Pre-Event planning
- Advertising
- Managing and distributing equipment
- Tournament registration and administration
- Post-Event Evaluation

EYSA Futures Planning & Coordination

The so-called "Phase B" set of planning for the EYSA Futures project will require an ongoing set of meetings and discussions. This role will help to coordinate and facilitate this process. Activities may include one or more of the following:

- Meeting scheduling & Transition Board schedule coordination
- Phase B project coordination
- Due diligence and best practice research across EYSA and across other clubs/associations in the region
- Manage and follow up on new projects as they are prioritized and voted in by the Transition Board

This role will NOT perform any sort of league/EYSA "registrar" activities.

Desired Qualifications

- High School Diploma
- Highly organized, with great verbal and written communication skills
- Able to work with and lead adult volunteers
- Proven self-starter, able to take direction, but also work independently
- Have a customer-centric attitude, and able to maintain and promote calm during confrontational situations
- Clerical skills, MS Office/computer literate, home office space, and good public relations.
- Knowledge of soccer, past volunteer experiences with youth sports organizations a plus
- Previous work experience within a youth soccer club preferred, but not required
- Verbally bilingual in Spanish and English a plus

Reports to:

EYSA President

Expected time:

Maximum of 40 hours/month for 12 months a year

Compensation:

\$18/hour, not to exceed \$10K/year