

EASTERN PENNSYLVANIA YOUTH SOCCER
Position Description
COACHING DEPARTMENT ADMINISTRATOR

Position Summary:

The principle responsibility of this position is administration the coaching department. This position would be directly responsible for managing the non-technical aspects of the Olympic Development Program and Coaching Education with additional involvement in camps and general player development and training programs. The position will work closely with other state associations, regional and national programs. This position will serve as a daily point of contact for member clubs, staff coaches and ODP participants. The position will report to the Dir. of Soccer Development & Performance with other duties as assigned by the chief executive officer.

Responsibilities and Duties:

- Manages all ODP registration activities;
- Manage billing and collections for ODP and coaching schools
- Assists in organizing tryout and training sites, including soliciting sites and developing the master schedule
- Manage the ODP player and coaches and databases;
- Assist in the development of registration process and procedures for coaching schools;
- Serves as liaison to registration /database vendors in cooperation with the operations department
- Manage inter-state, regional and national ODP tournament and camp registration issues;
- Enforce compliance on registration related matters;
- Assist in the oversight of ODP competitions as pertaining to team rosters and player registration
- Organize team travel, including negotiating hotel rates, booking air or bus travel
- Organizes staff meetings, lecture series and other educational events
- Assist in the compilation of overview reports;
- Prepare monthly, quarterly informational and financial reports;
- Provide research assistance to the staff and membership;
- Provide guidance on technical and educational issues as required to membership;
- Develop information guidelines and training manuals as necessary
- Assist in the development of collateral materials that will promote and enhance coaching education and ODP
- Assist in preparations for the Annual General Meeting;
- Assist with event operations, i.e. indoor cups, workshop, National Championship Series,
- Assist with organization of the residential camps
- Other duties as required and assigned

Required Qualifications:

- Bachelors degree preferred; relevant professional experience may be accepted in lieu of a degree
- Experience in soccer highly preferred.
- Excellent organization skills and attention to detail;
- Ability to handle multiple projects;
- Excellent written and oral communication skills;
- Ability to work independently as well as within a team; self-starter;
- Ability to work nights or weekends as required;
- Knowledge of Microsoft Office, high proficiency in Excel and other database programs preferred