



Employment Opportunity | League Coordinator and Facility Support

General Duties and Responsibilities

- Work 10-20 hours per week (or more), including on-site and from-home tasks as directed.
- Evening and weekend availability required.
- Organize, manage, and oversee adult soccer leagues, including:
 - Advertising and marketing to teams and individuals.
 - Forming in-house teams made up of individual sign ups
 - Ensuring teams abide by facility policies, including roster regulations, uniform requirements, and general rules.
 - Sending weekly email reminders.
 - Handling individual and team suspensions as needed.

Minimum Qualifications and requirements

- High school diploma or equivalent.
- Excellent verbal / written communication skills.
- Effective time management skills, and the ability to work well with others.
- Reliable transportation to / from the facility.
- Own a laptop computer capable of accessing the internet.

Minimum Technical Requirements

- Proficiency with Microsoft Office products (Word, Excel, etc.)

Salary

- Starting at \$20/hour; additional compensation based on experience.
- Additional bonuses as earned.