

# Sanford Area Soccer League

## Part-Time League Administrator

The Sanford Area Soccer League (SASL), a 501(c)(3) nonprofit organization, is seeking a dedicated and responsible League Administrator in a part time position. SASL's mission is to teach soccer to children in the Sanford area from ages 4 to 18, and provide a safe and enjoyable environment. The League Administrator reports to the Board of Directors who will handle a wide range of administrative duties in support of the SASL programs and Board of Directors. The position will require work from home, availability for communication during the day from 10 am – 8 pm, occasional presence at the fields for some practices and games, and a monthly Board meeting in the evening. The duties and responsibilities shall be performed in a Contractor capacity only.

### Job Description/ Duties and Responsibilities:

#### *Communication*

- Check and respond to all emails, voicemails and social media sites regularly and in a timely manner (i.e., 24hrs)
- Update field status daily via website, hotline and twitter
- Maintain League website making sure that all current and accurate content is posted to the website as necessary
- Periodically produce and distribute eblast communications to league coaches and parents

#### *Accounting/Book Keeping*

- Track League Revenues and Expenses
- Collect on all player payments, sponsors, donations, delinquent accounts
- Deposit checks and cash to the League bank account
- Record all invoices, checks, receipts, transfers in accounting software
- Conduct monthly bank account reconciliation

#### *General Administration*

- Maintain the SASL player and team database
- Coordinate and track background checks for adults
- Ensure that all established SASL risk management procedures are communicated and completed by all SASL coaches, managers, players, and parents.

#### *Recreation Coordinator*

- Set up biannual Coaches Meeting
- Along with Director of Coaching, find coaches for all Teams
- Create Rosters
- Coordinate with the Carolina Recreation Alliance (CRA) for U12 Rec and Above for inter club play
- Organize and maintain multiple schedules (i.e., practice, game, etc.)
- Put together Season Referee Fees
- Order, organize, and disseminate jersey kits

- Run annual SASL Recreation Cup in the spring
- Register all players with NCYSA

#### *Youth Academy/Travel Coordinator*

- Set up biannual Coaches Meeting
- Along with Director of Coaching, find coaches for all Teams
- Create Rosters
- Organize and maintain multiple schedules (i.e., practice, game, etc.)
- Put together Season Referee Fees
- Set and coordinate Tryout schedules in the spring and supplemental tryouts in the fall
- Hold Commitment Night Meeting
- Collect docs and payments from parents
- Register all players and teams with NCYSA

#### *League Secretary*

- Attend monthly Board of Directors meetings
- Responsible for meeting protocol, including creating board meeting agendas, distribution of board reports (month-end financial statement reports with income statement and balance sheet), and accurately document/prepare official minutes of the Board of Directors and distribute in a timely manner
- Prepare new Fiscal Year Budget with League Treasurer

#### *Marketing*

- Develop relationships with local businesses for potential sponsorship opportunities
- Develop and administer at least two (2) fundraising events per year (1 during Fall, 1 during Spring)
- Developing and writing grant proposals to foundations and other grant-making organizations
- Participate in all reasonable promotional activities which will in the opinion of the League promote its welfare and to cooperate in the promotion of the League and youth soccer generally

#### Qualifications:

- Previous office administration experience
- Intermediate to advanced skills in Microsoft Office applications (Word, Excel, Outlook)
- Problem solving skills, including the ability to recognize potential problems and assist with problem resolution
- Exceptional organization skills with the ability to handle multiple and sometime conflicting deadlines
- Effective communication skills both written and oral
- Strong interpersonal skills and a professional and co-operative manner
- Self-reliant and entrepreneurial
- Flexibility to respond to changing priorities
- Bilingual preferred but not required

- Some knowledge of soccer would be great but not essential
- Must be bondable

#### Hours and compensation

- Salary: Competitive pay
- Commitment - Average of 30 hours per week (including weekend hours)
- Hours: Varies (with occasional work from home opportunities)
- Requirements: Candidates need their own computer and work place, such as a home office, along with a high-speed internet connection. SASL will be able to provide a phone/iPad as needed.
- Management: The position reports to and is supervised by the SASL Board President, with oversight and training provided by the SASL Board.

#### Other information

Reminder, this is a part-time position. Most weeks, especially in the off season, it will require twenty or less hours. Other weeks leading up to and during the seasons, it may require up to forty hours. Most work may be performed in hours most convenient to the employee, except during the fall and spring season when it is imperative to be responsive in a timely manner to daily inquiries regarding the league and its operations.

#### How to Apply

Any interested candidate must submit a resume and cover letter, including wage requirement to: David Montgomery, SASL Board Member by Friday, November 5th by 5pm via email to [davejmontgomery@gmail.com](mailto:davejmontgomery@gmail.com) .

NO PHONE CALLS, PLEASE. We thank all applicants who apply, but only those successful for an interview will be contacted.