



UNITED SOCCER ALLIANCE OF INDIANA JOB DESCRIPTION

Program Administrator

Be a Part of the Team!

United Soccer Alliance of Indiana seeks an administrator to assist with the daily operations of a large soccer club. Programs include a Recreational and Travel soccer program serving approximately 1500 families in the greater Indianapolis and Hendricks County area.

Responsibilities include:

- Provide administrative support to all programs
- Serve as primary point of contact for all inquiries (email, phone, and social media) for general information to ensure that responses are timely
- Be well-versed in registration software to assist with player registration and account management (free training provided)
- Accounts Receivable to collect player paid tuition on a timely basis, invoice and update player accounts, prepare bank deposits, and complete reports
- Create and manage on line volunteer sign up software platform to organize Volunteers, Winter Indoor Training, and recreation league referees.
- Prepare materials as needed for various outreach efforts, including Have a Ball, Dick's Sporting Goods In-Person Registration events, and area school fitness night events. Assist with staffing needs when needed.
- Help ensure that all materials published on the website are up to date, including published game schedules, coach/manager contact information, registration information, travel game field assignments, and more
- Assist with basic inventory and ordering of supplies
- During the season, serve as Officer of the Day during Rec game days, as well as the player evaluation events and three tournament weekends per year.
Additional responsibilities as assigned.

Monday through Friday plus some weekend/weeknights. Weekends and nights during each 7 week season expected including travel tryouts, team meetings, Rec Academy/Meet the Coach nights.

Work as an independent contractor. Contractor is responsible for all taxes and benefits and will receive an IRS 1099 independent contractor form. Work location at the Mary and John Geisse Soccer Complex and other USA of Indiana sites. Please respond to Thomas Geisse Thomas_Geisse@UnitedSoccerAllianceIndiana.org if interested and available.

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