



ZYSA Club Administrator/ Business Manager

ZYSA is looking to hire a motivated individual to take on the role of our Club Administrator/Business Manager.

The position would manage the business aspects for the club and would handle all club administration. The position reports to the Executive Director.

Responsibilities and Duties

- Manage team registrations for leagues and tournaments.
- Manage player registrations.
- Serve as liaison with Pathway/ Academy/Travel managers.
- Solicit and manage club sponsorship and Grants.
- Manage fundraising opportunities.
- Help with capital campaign funding.
- Manage Concession stand.
- Order uniforms for Coaches.
- Manage program registrations
- Manage and update website
- Serve as primary communicator and liaison between club and player families
- Recruit, schedule and manage volunteers throughout the year
- Solicit and manage club sponsors
- Perform other administrative tasks as assigned

Qualification and Skills

- Strong interpersonal skills.
- Technology driven and an absolute comfort with new technology.
- Attention to detail with the ability to adapt to an ever changing situations.
- Loyalty and belief in our club, its programs and its culture.
- Self-starter with the ability to follow through on ideas.
- Strong written and verbal communication.
- Gotsport and Team App knowledge beneficial.
- Adobe Illustrator, iVolunteer, Survey Monkey, Mail Chimp knowledge a plus

Salary and Work Environment



- The Club Administrator should be available to work evenings and weekends if needed.
- Anticipated weekly hours will vary when were in season and out of season.
- Salary to be discussed with candidate.

Interested candidates should submit resume to Peter@zysa.org.