

**Joy Carter**  
Olympic Development Program Administrator  
Education Assistant  
TOPSoccer Staff Liaison (Players with Special Needs)  
Indiana Soccer

**ACADEMIC PREPARATION**

Bachelor of Science  
University of Central Arkansas  
Elementary Education  
Early Childhood Education

**PROFESSIONAL EXPERIENCE**

**Westside United**

*Jr. Academy Coach*

April 2013 - present

**Indiana Soccer**

*ODP Administrator*

October 2006 - present

- Responsible for managing all administrative duties of the Indiana Soccer Olympic Development Program, including communication with players and their parents, the general soccer community, ODP staff and the director of the Olympic Development Program
- Other responsibilities include managing the calendar for the various programs within the Olympic Development Program, finding locations for all training sessions and helping to reach out to all soccer players in the state of Indiana to keep them up to date on the aspects of the Olympic Development program; Also have responsibility to keep up to date with all regional and national events of the Olympic Development Program and relay that information to all players, parents and staff

*Education Assistant*

May 2007 - present

- Duties include assisting the Director of Education with setting up programs for coaching education along with communicating with the coaches in the state of Indiana that wish to get their licensing
- Other responsibilities include staying up to date with the various types of licenses available to new coaches as well as experienced coaches

*TOPSoccer Staff Liaison*

July 2009 - present

- Responsible for reaching out to all member clubs about the TOPSoccer program (program for players with special needs)
- Serve as the contact person for helping to start academy style TOPSoccer programs throughout the state of Indiana including but not limited to registering all players, making sure they are also registered with Special Olympics as well as insuring that the volunteers working with these players either have a TOPSoccer certificate or at the least the TOPSoccer buddy training.
- Set up courses and acquire educational staff to help volunteers for the TOPSoccer program obtain their TOPSoccer certificate
- Responsible for staying connected with the Regional and National TOPSoccer program staff to make sure that Indiana Soccer maintains good status with these groups and that our staff obtains any additional training necessary to continue the program in our state

## **Indianapolis Public Schools**

### *Substitute Teacher*

December 2015 - present

- Substitute at various elementary schools
- Permanent Sub for Kindergarten from February – June 2016
- Temporary Sub for Kindergarten August 2017

## **United States Youth Soccer Region II Olympic Development Program**

### *Region II Administrator*

July 2010 - 2012

- Assisted Region II Girls ODP Head Administrator during regional camp by working with regional staff coaches to maintain organization of rosters, schedule and calendar
- Traveled with players to regional and inter-regional (national) events serving the players and the coaches during each event; organized training sessions and kept players on task

## **College Park Baptist Church Carmel, IN**

### *Pre-School Teacher*

August 1993 to May 1995

- Head Classroom teacher for the 2's and 3's; taught children the basics along with planning each day's lessons

## **Baseline Elementary Little Rock, AR**

### *5<sup>th</sup> and 6<sup>th</sup> grade teacher*

August 1980 to April 1985

- Head Classroom teacher for 5<sup>th</sup> and 6<sup>th</sup> grade students; taught music, physical education, art, English, Math, Reading, Spelling
- Worked with low level children to help with reading skills
- Counseled low income children and their parents

## **VOLUNTEER SERVICE**

- |  |                             |
|--|-----------------------------|
| • Bible Study Fellowship Leader        | September 1983 to May 1988  |
| • College Park Baptist                 | September 1992 to May 2000  |
| • Smoky Row Elementary                 | September 1992 to May 2000  |
| • Carmel Clay Junior High              | September 1996 to May 2001  |
| • Carmel High School                   | September 1999 to May 2008  |
| • Brebeuf Jesuit Preparatory           | September 2006 to May 2010  |
| • TOPSoccer Coach                      | September 2009 to Present   |
| • Club Team Soccer Manager             | August 2000 to May 2010     |
| • High School Soccer Manager (Brebeuf) | August 2007 to October 2009 |
| • IPS School 42                        | September 2013 to Sept 2016 |

## **CERTIFICATIONS HELD**

### American Heart Association CPR/AED

- Certified May 2012

### TOPSoccer Coaching Certificate

- Certified June 2010