



## United Soccer Alliance (USA) of Indiana - Club Administrator

USA of Indiana is seeking a highly motivated individual to take on the role of Club Administrator.

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

### Responsibilities and Duties

- Serve as primary communicator and liaison between club and player families
- Manage team registrations for leagues and tournaments.
- Manage player registrations.
- Manage fundraising opportunities.
- Help run the club with volunteers
- Order uniforms for Coaches.
- Manage program registrations
- Manage and update website
- Serve as liaison with Rec/Rec +/Travel managers.
- Assist in recruiting, scheduling and managing volunteers
- Assist in managing club sponsors.
- Manage club sponsorship and Grants.
- Assist with basic inventory and ordering of supplies
- Perform other administrative tasks as assigned

### Qualification and Skills

- Problem solver.
- Strong interpersonal skills.
- Self-starter with the ability to follow through on ideas.
- Technology driven and an absolute comfort with new technology.
- Attention to detail with the ability to adapt on the fly.
- Loyalty and belief in the club, its programs and its culture.
- Strong written and verbal communication.
- PlayMetrics, Got Sport, Constant Contact, and Sign Up Genius are beneficial.
- Microsoft/Google Office knowledge.

### Salary and Work Environment

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

Interested candidates send resume to [Matt@USAofIndiana.org](mailto:Matt@USAofIndiana.org)