

Job Description: Operations Manager

Overall Responsibility

The Executive Committee may hire an Operations Manager, whose duties shall be to assist the members of the Executive Committee in the carrying out of their jobs; and of the smooth day-to-day operation of the organization.

Key Areas of Responsibility

The Operations Manager shall possess administrative ability and secretarial, computer and bookkeeping skills, and knowledge of web database systems. As the Operations Manager may interact frequently with other members of the soccer community, good communication skills are required.

Administrative Roles may include, but are not limited to the following:

- Handle all clerical functions including but limited to word processing, document production and recordkeeping for the organization
- Act as bookkeeper, including disbursement of funds, balance accounts and process of expense reports
- Manage website content
- Process all mailings to the membership, including email distributions
- Coordinate travel for MASS executives as needed
- Provide logistical support at MASS Soccer events
- Prepare and send notice of corporate and other meetings
- Attend State Association and Executive Committee meetings
- Arrange for the safe storage and inventory of all equipment
- May act as Registrar and provide assistance with player registration and passcard distribution, and league rostering systems, including suspended player lists
- May act as Insurance Officer and process certificates of insurance, personal injury and/or liability claims
- Other duties as may be assigned from time to time

Consults with

The Operations Manager reports directly to the President, and shall work in cooperation with the Executive Committee in all aspects administering to the needs of the State Association.

Term

Following a 90-day trial period, the Operations Manager shall be hired for a minimum one (1) year contract term and may be rehired.