

Wasilla Youth Soccer Association



Job Title: Rec Program Coordinator
Program: Administration
Salary Range: DOE

Job Description:

Roles and Responsibilities:

The Wasilla Youth Soccer Rec Program Coordinator is responsible for all aspects of the WYSA recreational programs and will work closely with the Executive Director (ED), Technical Director (TD), and Director of Coaching (DOC) to create and manage all rec program offerings throughout the year. Rec Program Coordinator duties but are not limited to the following:

Rec Program Coordinator Duties:

- Creation and management of any SportsEngine registration events for all rec programs, leagues, and clinics in an accurate and timely manner.
- Organize marketing and advertising efforts for active and upcoming registration events.
- Monitor registration numbers and ensure that program goals are being met.
- Create rec team rosters and ensure that players are registered in the correct division.
- Coordinate any refunds or credits as requested.
- Create SportsEngine team pages and update practice/game schedules.
- Monitor SportsEngine team chats and respond to any questions or concerns in a timely manner.
- Work with Registrar to upload all players into GotSport.
- Work with the DOC to identify and recruit volunteer coaches.
- Work with Registrar to upload coaches into GotSport and ensure they have met all requirements.
- Create practice and game schedules for all teams and age groups.
- Assist in the field layout and work with contracted field painters for upkeep of field lines.
- Assist with field/goal maintenance and upkeep.
- Coordinate jersey ordering and distribution to players.
- Organize, distribute, and track gear bags for all volunteer coaches.
- Hire/schedule referees and oversee weekly reffing assignments.
- Open and close Bumpus entrance gate before and after all practices and games.
- On-Field presence during practices and games.
- Serve as tournament director for any rec program tournament.
- Monitor Rec Coordinator email and respond in a timely manner.
- Always represent WYSA in a professional manner.
- Attend staff meetings and be present in office and on field when necessary.
- Additional duties as assigned.

Required Qualifications:

- Ability to work in a team environment.
- Previous experience in youth sports management
- Ability to handle stressful situations on a deadline and complete tasks on time.
- Ability to adapt and adjust quickly.
- Ability to communicate in a professional manner.

Preferred Qualifications:

- Familiarity and experience with SportsEngine and GotSport platforms.
- Associates and/or bachelor's degree.

A Letter of Interest and Resume should be emailed to wysaed123@gmail.com for consideration.