



## **ELMBROOK UNITED ADMINISTRATIVE POSITION DESCRIPTION**

Director of Administration for Elmbrook United Soccer Club (EBU), Brookfield, WI

### **ORGANIZATIONAL BACKGROUND**

EBU is a community-based non-profit organization dedicated to providing youth soccer and education in the City of Brookfield, Village of Elm Grove, and surrounding communities. We currently provide soccer programming for approximately 2,900 children, ages 5-19, across our recreational, academy, and select programs. EBU operates according to its core values, including respect, fun, excellence, integrity, accountability, and community.

### **DUTIES AND RESPONSIBILITIES**

#### ***General***

- Serve as primary point of Club contact and communicate and collaborate regularly with the Club's Executive Director of Coaching, Director of Soccer Operations, Academy Director(s), Recreational Director(s), and Club membership
- Maintain Club calendar and keep content on Club website and social media channels up-to-date
- Administrate WYSA background checks and SafeSport training for coaches and team managers
- Onboard new coaches and other staff members
- Provide administrative and logistical support (including on-site support as requested) for Club events
- Support Director of Soccer Operations with scheduling of training and matches across programs
- Administrate registrations for soccer camps and extra training opportunities
- Participate in monthly Board of Directors' meetings
- Coordinate weekend concession stand
- Oversee and approve the formation of recreational teams and supervise the work of the Club's recreational division directors
- Administrate recreational program player evaluations
- Administrate select program tryouts
- Administrate academy and select program player registrations and rosters
- Support league and tournament registrations for academy and select program teams
- Other duties as assigned

### **QUALIFICATIONS AND REQUIREMENTS**

- Understanding of youth soccer
- Background and experience working in administrative roles
- Strong ability to communicate effectively
- Proficiency with Microsoft and Google office/productivity applications

- Ability to learn common youth sports management applications
- Ability to work irregular hours, including some nights and weekends, as dictated by project deadlines and event schedules
- High school diploma – required
- Bachelor’s degree – preferred
- Fluent in English – required

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER ATTRIBUTES**

- Exceptional organizational skills and attention to detail
- Proven ability to organize and prioritize tasks to meet deadlines, while managing several projects simultaneously
- Ability to work independently and complete duties and projects with minimal direct supervision
- High level of trust, and ability to manage sensitive and confidential information
- A positive and strong member service attitude and desire to assist others
- Strong written and oral communication skills
- Strong work ethic
- Maintains Club values (see above)

#### **OTHER INFORMATION**

- Diverse candidates of all backgrounds are welcome, and the Club seeks individuals passionate about youth soccer and education and the Club’s continued success. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristics protected by law.
- Full-time and part-time candidates will be considered.