



## Southern Indiana United - Club Administrator

Southern Indiana United 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 President.

### Responsibilities and Duties

- Serve as communicator and liaison between club and player families.
- Manage team registrations for leagues and tournaments.
- Manage player registrations.
- Manage fundraising opportunities.
- Oversees uniform ordering process.
- Manage program registrations.
- Assist Director of Marketing in social media and website maintenance.
- 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.
- Assure club compliance with Safesport, concussion, and background checks.
- Assist board of directors in gameday management including:
  - Referee assignment.
  - Field management including inspecting, lining, and assignment.
  - Scheduling and attending games.
- 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 able to adapt to 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.
- TeamSnap, GotSport, Veo, Constant Contact, and Sign Up Genius experience are beneficial.
- Microsoft/Google Office knowledge.

### Salary and Work Environment

- The Club Administrator should be available to work evenings and weekends if needed including attending games and club functions.
- Anticipated weekly hours will vary when in season and out of season.
- This is a full time position.
- Salary to be commensurate with experience.

Interested candidates send resume to [president@siusoccer.com](mailto:president@siusoccer.com)