

# KENTUCKY YOUTH SOCCER ASSOCIATION

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**Job Title:** Operations Coordinator

**Location:** Lexington, KY

**Position Type:** Full-Time

**Reports To:** Executive Director and Operations Director

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## About Kentucky Youth Soccer

Kentucky Youth Soccer is a nonprofit organization committed to developing and promoting youth soccer throughout the Commonwealth of Kentucky. We provide support and services to over 40,000 youth players, 6,000 coaches, and 83 local member associations. We are passionate about fostering growth, sportsmanship, and excellence on and off the field.

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## Job Summary

Kentucky Youth Soccer is seeking a proactive and organized Operations Coordinator to support the Operations Director in executing key initiatives and ensuring smooth operations across our events, tournaments, and programs. This role is integral to the day-to-day operations of KYSA, with a focus on managing databases, planning and executing events, overseeing tournaments, and enhancing internal communication between departments. The ideal candidate will bring strong organizational skills, attention to detail, and a passion for youth sports.

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## Key Responsibilities

The Operations Coordinator will aid the Operations Director in the following areas:

- **Database Support & Maintenance:** Ensure the accuracy and functionality of all KYSA data systems.
- **Tournament Planning & Event Management:** Assist in the preparation and coordination of, as well as manage and oversee the execution of all KYSA State Tournaments.
- **Standard Operating Procedures (SOPs):** Create SOP documents for KYSA programs, events, and KPL operations.
- **Marketing & Communications Integration:** Work closely with the Marketing Director to promote KYSA and KPL events/programs.
- **KPL Operations:** Support management of the daily operations of the Kentucky Premier League (KPL).
- **KPL Team & Club Communication:** Provide weekly updates and maintain consistent communication with participating teams and clubs.
- **KPL Schedule Management:** Oversee scheduling processes, including creating schedules, entering scores, and ensuring back-end functionality.
- **KPL SOPs:** Develop and maintain SOPs specific to KPL operations and processes.

This role requires collaboration across multiple departments, consistent communication with clubs, and hands-on involvement in all aspects of KYSA and KPL events and operations.

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## Qualifications

- A college degree or relevant certification is required (this may include an associate's degree, industry-specific certification, or similar educational background.) A four-year bachelor's degree is not required.
  - Experience in youth sports administration, event coordination, or a related field is required.
  - Strong organizational, communication, and problem-solving skills.
  - Ability to work independently and as part of a team.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and the ability to quickly learn other software tools as needed.
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## Additional Requirements

- Must be able to work occasional evenings and weekends, including during events.
  - Valid driver's license and ability to travel as needed.
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## What We Offer

- Competitive salary based on experience
  - Health benefits
  - Paid time off and holidays
  - Opportunities for professional growth and development
  - A collaborative and mission-driven work environment
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## Equal Opportunity Employer

Kentucky Youth Soccer is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.

Individuals interested in applying can fill out an application [HERE](#).

Application window closes Nov. 20<sup>th</sup>, 2024.