

EASTERN PENNSYLVANIA YOUTH SOCCER

Position Description

DIRECTOR OF MEMBER PROGRAMS

Position Summary:

The principle responsibility of this position is to manage daily interaction and relationships with member affiliates. This position would be directly responsible for overseeing compliance and education in all registration matters; Compliance with the association's constitution and bylaws; enforce compliance and education on state and federal law as it pertains to youth sports; Database management and analytics; financial reporting and assisting in recruiting and retaining membership. The position will work closely with member organizations, other state associations, regional and national programs. The position may manage one to two people. The position will report to the chief administrative officer with other duties assigned by the chief executive officer.

Responsibilities and Duties:

- Manages all registration activities, including organizational members and teams/players
- Assist the state registrar as necessary; serve as the de facto state registrar
- Be service and educational conduit to club and league registrars
- Manage the state player, coaches and volunteer databases;
- Assist in the development of registration process and procedures, including development of the registration data platform; coordinating the configuration the system and inspecting the current and future capabilities of the platform
- Creation and enforcement of policy and procedures relating to registration and data submission- ensure the integrity of the data
- Serves as primary liaison to registration /database vendors
- Manage inter-state, regional league and national league registration issues;
- Enforce compliance and educate membership on the Constitution and Bylaws and association policy;
- Assist in the oversight of state, regional and national competitions as pertaining to team rosters and player registration
- Assist in the compilation of overview reports;
- Manage membership fees & fines notification and collection;
- Prepare monthly, quarterly informational and financial reports for the CEO and Board of Directors;
- Provide research assistance to the staff and membership;
- Provide assistance, technical and educational to member associations;
- Manage registration and voting procedures for the Annual General Meeting;
- Develop information guidelines and training manuals as necessary
- Assist in the development of collateral materials that will promote and enhance the membership experience
- Assist in the recruitment and retention of membership
- Other duties as required and assigned

Required Qualifications:

- Bachelors degree preferred; relevant professional experience may be accepted in lieu of a degree
- Database management experience and an understanding current technology
- Accounting or bookkeeping experience preferred
- Experience in youth sports and soccer highly preferred.
- Excellent organization skills and attention to detail;
- Ability to handle multiple projects;
- Excellent written and oral communication skills;
- Ability to work independently as well as within a team; self-starter;
- Ability to work nights or weekends as required;
- Knowledge of HTML and website/internet functions;
- Knowledge of Microsoft Office, high proficiency in Excel and other database programs preferred

The position will report to the Chief Administrative Officer and work in the headquarters of Eastern Pennsylvania Youth Soccer in Plymouth Meeting, PA. Resume/CV, with 3 references may be sent electronically to Kconnor@epysa.org. No phone calls please.