

South Texas Youth Soccer Association



Job Title: Competitions Coordinator

Contact Information: victoriaz@stxsoccer.org

Location: Round Rock, TX (Austin Metropolitan Area)

Position Overview:

South Texas Youth Soccer Association (STYSA) is seeking a qualified Competitions Coordinator to provide full-time support for state and regional events and leagues. The Competitions Coordinator will report directly to the STYSA Director of Competitions. Generally this employee works regular office hours; however, some weekend and evening hours will be required.

South Texas Youth Soccer Association is affiliated with US Youth Soccer and the US Soccer Federation. STYSA has roughly 100,000 players, coaches, and volunteers participating in our state association on an annual basis. STYSA currently has nine (9) full-time employees.

Position Responsibilities:

- Supports administration for all STYSA managed leagues and events including game data entry, tracking registrations/payments, team communication, reconciling schedules, event staging, weather/safety procedure enforcement, and award presentations.
- Plans, organizes, and manages any assigned state competitions, including team registrations, payments, event scheduling, communications, volunteers, referees, and vendors.
- Manages the coordination of essential vendors (golf carts, portable toilets, merchandise, etc.) for all STYSA managed leagues and events.
- Plans, organizes, and executes STYSA eSports competitions including registration, rules, policies, communication, event scheduling, and awards.
- Maintains inventory of STYSA event signage and equipment; maintenance and repairs, as necessary.
- Works with Director of Competitions and Assistant Director of Competitions to ensure the implementation of all STYSA policy, procedures, and rules during competition events.
- Represent STYSA at selected tournaments, meetings, and special events or activations.
- Fulfills all other tasks as assigned to accomplish STYSA goals.

Requirements:

- A college degree from an accredited four-year university or equivalent experience; a degree in recreation, business administration and/or sports management is preferable.
- A background in soccer and prior experience in league/tournament management in a small office environment is preferred.
- Must have the ability to organize and execute multiple projects, tasks, and responsibilities simultaneously. Microsoft Office experience required.
- Must be organized and possess excellent verbal, phone and written communication skills.
- Applicants must be able to work flexible hours including weekend events and be willing to travel as required.
- Must be able to lift up to 50 lbs.

Salary Range: \$18.00-\$20.00 per hour (non-exempt)

Applicants must be willing to work on site in the existing STYSA State Office located in Round Rock, TX (Austin Metropolitan Area) during regular office hours. STYSA employees enjoy full medical insurance and vacation benefits based upon time of service.

All interested applicants should email resumes (*no phone calls or paper copies please*):

Victoria Zeman Ojeda, Director of Competitions

victoriaz@stxsoccer.org