

South Texas Youth Soccer Association



Job Title: Director of Administration and Operations, Technical Department

Salary Range: \$53,000-\$55,000

Contact Information: kincaidh@stxsoccer.org

Location: Round Rock, TX (Austin Metropolitan Area)

Position Overview:

South Texas Youth Soccer Association (STX Youth Soccer) is seeking a qualified Director of Administration and Operations, Technical Department to provide support to the Olympic Development Program (ODP), Coaching Education, and other technical department initiatives. The Director of Administration and Operations, Technical Department will report directly to the STX Technical Director. Generally, this employee works some regular office hours; however, some weekend and evening hours will be required at times.

South Texas Youth Soccer Association has nearly 100,000 players, coaches and volunteers participating in our national state association on an annual basis. South Texas Youth Soccer Association is affiliated with US Youth Soccer and the US Soccer Federation. South Texas Youth Soccer currently has 8 full time employees.

Position Responsibilities:

- Oversight of all operational and administrative programming related to the STX Olympic Development Program.
- Administrative support for all Coaching education and courses
- Work with other staff members within the Technical Department to complete administrative tasks related to the running of programs.
- Program support for TOPSoccer, Soccer Across America, and Academy programs
- Provides support to Competitions Department for State Leagues and Competitions as needed.

Requirements:

- A college degree from an accredited four-year university or equivalent experience.
- US Soccer Instructor License and/or teaching experience would be a plus.
- Prior professional work experience in a leadership role is preferred.
- Must have the ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
- Must be organized and possess excellent verbal, phone and written communication skills.
- Microsoft Office experience is required.
- Applicants must be able to work flexible hours including weekend events and be willing to travel as needed or directed by the STX Youth Soccer Executive Director and Technical Director.

Remote employment is a possibility depending upon location. STX Youth Soccer employees enjoy full medical insurance and vacation benefits based upon time of service.

All interested applicants should email a resume with a letter of interest to:

Kincaid Hunt
Technical Director – STX Youth Soccer
kincaidh@stxsoccer.org
No phone calls or mailed copies please.