



Operations and Events Coordinator – Talent Identification & Development

WHO WE ARE

US Youth Soccer Association (USYS) is currently the largest youth soccer organization in the United States. We spend every day thinking about ways to grow and support our sport. We continue to build the most innovative service organization in the industry and transform lives by inspiring participation. Our vision is to bring communities together through the power of soccer, making life-long fans of the sport.

We are defining the modern-day youth sport organization with innovation as a cornerstone of our strategy. We are guided by the principles of service leadership, performance excellence, collaboration, and diversity and inclusion at all levels of the organization. Our focus on listening, collaborating, and adapting our existing model has allowed us to create changes in our business model, governance, and constituent support, and play a leadership role throughout youth sports.

We are all about going above and beyond to serve the soccer community, and we work equally hard to serve our teammates. We are committed to being a great place to work by focusing on hiring, training, and promoting talented, dedicated, passionate individuals who want to get better every day.

POSITION SUMMARY

The Operations & Events Coordinator supports the administration and execution of US Youth Soccer (USYS) programs and events within Talent Identification & Development, including the Olympic Development Program (ODP). Reporting to the Director of Education, key duties include customer service, managing timelines, competition scheduling support, coordinating contracted staff and volunteers, serving as onsite support for marquee events, coordinating staff travel, and owning the operational processes for player evaluation data collection, quality control, and distribution to stakeholders (Director, State Associations, clubs), in alignment with USYS safe environment/safeguarding standards.

PRIMARY DUTIES & RESPONSIBILITIES

- Assume a key role in planning and executing USYS events (including but not limited to USYS Nationals, USYS Presidents Cup, USYS Workshop, ODP identification events, regional camps, and national showcases).

- Assist the Director and Operations/Events Manager with event preparation, logistics, timelines, and communications to national and regional ODP staff (coaches, technical advisors, assessors).
- Coordinate travel arrangements for staff and event personnel as assigned.
- Evaluate, manage, and operate platforms for player evaluations and event data collection, ensuring accurate, timely entry; perform basic data checks; compile and distribute reports to the Director, State Associations, and clubs.
- Coordinate collection and organization of evaluation assets (e.g., video, rosters, schedules) and maintain secure archives for reporting.
- Perform administrative duties such as processing payments for participants and vendors; prepare purchase orders and post-event reconciliations.
- Coordinate logistics including shipping, arrivals, setup, and tear-down; oversee vendor and facility coordination as assigned.
- Serve onsite at selected regional and national events to support registration, field operations, credentialing, and compliance.
- Support and monitor adherence to USYS and U.S. Soccer safe environment/safeguarding policies at events (e.g., SafeSport, background checks, reporting protocols).
- Understand USYS bylaws, policies, and programs to answer inquiries and route requests appropriately.
- Develop, source, and implement special projects that improve event operations and the Talent ID data feedback loop.
- Additional responsibilities as assigned by the Manager and/or Director.

QUALIFICATIONS, EXPERIENCE, REQUIREMENTS

- Bachelor's degree or equivalent combination of education and/or related employment experience preferred.
- Excel at managing multiple projects concurrently with strong attention to detail, problem-solving, and follow-through.
- Experience working with volunteers, preferably in a non-profit environment.
- Demonstrated comfort with data management (organizing datasets, basic analysis/QA, generating reports) and using registration/evaluation platforms.
- Advanced knowledge of Microsoft Office applications; familiarity with collaboration tools and cloud file management.
- Prior work experience with youth soccer or other youth sports administration is desirable.
- Outstanding written and verbal communication skills; professional customer-service orientation.
- Ability to work independently and effectively in a fast-paced, team environment; willing to travel and work non-traditional hours during events.
- Ability to lift 50 pounds at US Youth Soccer events and operate carts, dollies, golf carts, and related equipment.
- Ability to complete all required SafeSport training and background checks.

APPLY

This is a full-time, exempt position, reporting to US Youth Soccer's home base in Frisco, TX. Please send your resume and cover letter to Tish Barksdale (tbarksdale@usyouthsoccer.org).

US Youth Soccer is a non-profit organization. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class. We offer a competitive salary and benefits package, the details of which will be made available to qualified candidates.