

LSC Club Coordinator/DOC Job Description:

Primary responsibilities

- Ensure all club members comply with club, local, state, and national policies and procedures
- Coordinate the indoor soccer facility schedule for coaches, players, and outside user groups
- Monitor and be cognizant of individual program and overall club budgets with the club Treasurer
- Publicize and market leagues, programs, tournaments, and special events through the club website.
- Represent the organization at local, regional, and national events
- Assist in the organization and administration of tournaments and special events
- Maintain indoor and outdoor athletic fields and coordinate with local agencies to maintain updated MOUs and ensure contractual adherence
- Attend and submit reports for monthly meetings of the board of directors
- Pursue and maintain continuing coaching and director of coaching education licenses
- Assist the board in developing parent education programs
- Assist the club in updating Risk Management, bylaws, and handbook protocols and procedure.
- Coordinate competitive scheduling and schedule changes with VP of Competitive soccer or their designee.
- Perform administrative duties not otherwise specified as needed for the general day to day operation of the club.
- Communicate in a reasonable and timely manner with coaches, parents, and team representatives.

Secondary responsibilities

- Develop and implement a comprehensive coaching development program
- Coordinate and run skills clinics for the development of all players
- Attend practices and games for all premier teams to provide assistance, feedback and advice.
- Implement coaching clinics prior to the start of competitive and recreational seasons.
- Recruit, train, and supervise coaches, referees, staff interns, and program assistants
- Act as head coach for one team per season.
- Work with the Board of Directors to formulate and implement a strategic plan for LSC
- Plan and conduct annual player assessments/team formation event

Requirements:

- USSF D license/NSCAA Premier or equivalent is required. NSCAA DOC Diploma is desirable.
- Ability to complete USSF C license within one year of hire.
- College level playing experience or equivalent is required.
- Bachelor's Degree is preferred.

Desirable skills:

- Excellent conflict resolution skills.
- Skilled player with the ability to work well with others.
- Ability to think and plan strategically and convert visions into reality.
- Ability to work with recreational coaches who are often parents of entry-level players.
- Exceptional verbal and written communication skills.
- Experience with growing the enrollment of recreational and premier soccer programs.

Compensation: \$35,000-\$45,000 DOE. Incentive opportunities, such as camps/clinics are also available.

About LSC: LSC is a growing club with over 450 youth playing each Fall and Spring season in its recreational and competitive programs. A 2016 merger of Laramie Soccer Association and Blizzard Soccer lead to the formation of LSC. It is also host to the annual Cowboy Turf Wars, which is one of the nation's largest indoor soccer tournaments in its 14th year.

Application Process: Please email a cover letter, resume and a list of 2 references with contacts to Steve Kaiser, LSC president at: skaiserlsc@gmail.com and Laura Tangeman, club administrator at: admin@laramiesoccer.org. Job application process closes Friday July 15, 2022.