

Operations Coordinator Job Description

Position Description: The Operations Coordinator is a full-time, salary position located in Sandy, Utah. The qualified candidate will be responsible for assisting with the administration and execution of Utah Soccer Federation leagues and special events/programs.

Gaming League Department In-Season

- Review and analyze compliance with the CCL program
 - Communicate with referees and coaches regarding improperly entered scores
- Review and analyze referee reports for possible disciplinary issues
- Review Red and Yellow card reports
- Run specific league meetings as necessary
- Respond to correspondence and calls for game issues, including discipline
- Help with reschedules
- Answer calls and e-mails with league and discipline questions
- Attend games as available
- After hours and Sat morning support for coaches and managers

Off- Season

- Transfers – evaluate under policy and vote as part of 3 person panel
- Assist w/ No Scores No standings Zoom informational meetings for each season
- Assist w/ Referee Zoom informational meeting for each season
- Update the club passing matrix for each season
- Resolve 3-way ties per policy and finalize season results and create pre-alignment brackets for the CS for following season alignment
- Assist with general alignment flow chart for following season
- Answer calls and e-mails with league questions

Events Department – assume a key role in assisting the Events Manager with tournaments and special events throughout the year. Including but not limited to, State Cup, Presidents Cup, Coyote Cup, Annual General Meeting, Awards Gala, Golf Tournament, Regional/National events, and sanctioned tournaments.

Membership Department – assist Membership Coordinators with answering membership questions via phone and email.

Technical Department – assist technical department with ODP events

Reporting Structure

The Operations Coordinator will report directly to the Director of Operations & Finance. However, based on the current program or event, the Operations Coordinator will work closely with the managers of each department.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and/or related prior employment experience preferred
- Excel in managing multiple projects concurrently with strong detail, problem solving and follow through
- Prior work experience with youth soccer or other youth sports administration is desirable
- Outstanding written and verbal communication skills
- Ability to work independently and effectively in a fast paced, team environment

Work Environment

The Utah Soccer work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will predominately be in a climate-controlled office space. The employee will occasionally be exposed to outdoor weather, which may include hot or winter conditions. The noise level in the work environment is usually moderate.

Travel Requirements

Weekend work required as directed by supervisor.

Ability to travel as directed by supervisor.

Job duties may vary throughout the year and are subject to change based on organization need. Generally, this position will work regular office hours, however, some weekend and evening hours will be required.

Direct Report: Director of Operations & Finance

Full Time Start Date: TBD

Benefits

- Position includes standard fringe benefits such as medical, dental, paid leave, and more

To apply, please email your resume and cover letter to Carly Kent (ckent@uysa.org).

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