



## Job Announcement – Recreational Administrator

The Recreational Administrator will work in conjunction and collaboratively with both the Vice President Recreation and the Oklahoma Recreation Committee to promote, develop, support and help grow recreational soccer programs in existing member clubs and in new potential soccer clubs. The main focus of the Recreational Administrator are recreational players, coaches and club programs and include supporting club in-house and intra-club programs, recreational travel leagues and the Recreational State Tournament. The Recreational Administrator is the communication liaison with recreational programs, office staff and volunteer board members.

The Recreational Administrator is expected to play a dynamic administrative role for OSA including, but not limited to, the following areas:

- Supporting the continuous improvement of recreational programs.
- Scheduling and administrative supervision of traveling recreational leagues.
- Organizing and supporting of the State Recreational Tournaments.
- Specific duties and responsibilities include but are not limited to the following:

### 1. Recreational Program Administrator:

#### A. League Administration

- Communication with club registrars & teams on their registration, league selection and scheduling needs.
- Maintain recreational information and league events on web page.
- Develop each league schedule(s) with assistance of the Director of Operations.
- Proactive assembly of next year seasonal information on dates and information.
- Collect game misconducts, provide notice of suspensions, and collect suspension sit out forms as required by the District VP.
- Suspensions assigned by ORL
- Communicate with the Recreational VP and District VP's as needed.
- Attend OSA Recreational meetings.

#### B. Recreational Program Support

- Collaborate with the Recreational VP and Recreational District VP on recreational programs, support and growth.
- Ongoing communication with recreational members
- Email, phone calls, social media.
- Possible site visits with member clubs and attend recreational club meetings.
- Be an advocate for coach, volunteer and parent education & retention.
- Utilize the Technical Director & staff
- Assist in communication and organization of the state recreational tournaments
- Assist clubs as needed on Gotsoccer and registration questions, needs and issues.
- Coordinate and bring any Risk Management issues to RM administrator.

#### C. General

- Communication – provide information to members as needed.
- Will assist in the office with general operations coordinated with the Executive Director.

### 4. Desired Qualifications

- Experience in association or club management
- Excellent people skills, including communication, listening, and decision-making skills.
- Excellent computer skills (Word, Excel, GotSoccer, etc.)

### 5. Compensation

- Salary commensurate with experience.
- Part-time position based on 25 hours per week.

### 6. Location

- This position will be located in the Tulsa OSA Office.

### 7. To Apply for this Position:

Electronic submissions are required to be considered for this position and only complete submissions will be considered. Send a cover letter addressing your desire, availability and qualifications for the position, a resume and list of two professional references to [s.goodrich@oksoccer.com](mailto:s.goodrich@oksoccer.com). Candidate screening will be ongoing until the position is filled. OSA is an equal opportunity employer.