



The Fredericksburg Soccer Club Incorporated (FSCI), a youth soccer club based in Fredericksburg, VA, has an opening for a Club Administrator. FSCI has a travel soccer program, rec academy program, and various training programs.

**Club Administrator:** 1 Part-time position available. This position will handle the major administrative functions of the club. We are looking for an energetic person that enjoys engaging with staff, players, and parents.

Essential Job Functions include but are not limited to:

- Process registrations, uniforms, paperwork for all programs
- Function as the main point of contact for parents and stakeholders
- Support tournament event logistics and recruitment of teams
- Maintaining and updating event schedules
- Maintaining inventory of equipment
- Maintaining our indoor facility
- Support and implement logistics for camps, tryouts, leagues, etc.

Requirements for the Position:

1. Strong planning and organizational skills
2. Strong communication and conflict resolution skills
3. Have an outgoing, charismatic personality
4. Proven computer skills, specifically using spreadsheets, presentations, word processors, etc.

Preferred Skills

1. Ability to speak both English and Spanish
2. Previous experience in youth soccer administration or coaching

Compensation: Compensation is dependent upon experience and background. Performance reviews will occur every 6-12 months. Each year, opportunities for pay increases and advancement will occur based on performance.

How to Apply: All interested applicants need to email a resume, cover letter, and a minimum of three professional references to the following email address - [jobs@fredsoccer.org](mailto:jobs@fredsoccer.org)