



FREDERICKSBURG SOCCER CLUB INCORPORATED - FSCI PHOENIX
Youth Travel Soccer Club based in the Fredericksburg VA area

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

Club Administrator: Full time position available. The Club Administrator 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 and paperwork for all programs
- Handle uniform issues for all programs
- Recruiting teams and running our tournament events
- Maintaining and updating event schedules
- Maintaining inventory of equipment
- Maintaining our indoor facility
- Assist with payroll and timecards issues
- Assist with budgeting, financials, and paying bills
- Support event logistics such as camps, leagues, tryouts, 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.
5. No conflicts of interest

Preferred Skills

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

Compensation: Salary is \$40,000. Benefits include health insurance and up to 4 weeks of paid leave. Performance reviews will occur every 6-12 months.

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