



Florida West FC seeking

Title: Director of Operations / Registrar (part-time)

Responsibilities include but are not limited to

- Administering/Coordinating Field usage Naples, Fort Myers, Cape Coral
- Scheduling/Rescheduling/Coordinating Soccer Games for Club
- Coordinating Game Schedules with Referee Assignor
- All tasks related to registering players to all governing bodies / Birth Verification / code of conduct etc...
- All tasks related to registering coaches to all governing bodies / Background Checks / Heads Up / Safesport / Code of Conduct
- keeping players registration fees current
- administer monthly payments & payment plans
- Coordinating/Blocking Hotels for mandatory Showcases Boys/Girls
- Taking part in all relevant meetings online or in person pertaining to new league or registration procedures
- Supply Home Schedule to DOC on Tuesday of each week
- Update Google Doc with Away Schedule for all teams on Tuesday of each week

Requirements:

The successful candidate has competencies in Florida's Youth Soccer landscape and is familiar with procedures surrounding player registration for Florida Youth Soccer and beyond. Proficiency with Microsoft Word, Excel, PowerPoint, Google Docs, Gotsport, Gotsoccer, TGS

Skills:

Strategic Planning, Customer Service, written and verbal communication.

Location:

Southwest Florida with ability for remote work and the occasional physical presence during tryouts and team meetings

How to Apply:

Interested candidates should submit a cover letter, resume and wage requirements to Robert Peltram via e-mail to rpeltram@floridawestfc.com

Salary/Timeline:

Salary shall be negotiable based on experience. Applications are accepted immediately until position is filled for the 2024/25 Season.