

# ECU Administrator Job Posting

As a Club Administrator, the Employee is required to perform all of his/her necessary job functions and duties, as follows, with an expected time of commitment of 10-15 hours/week depending on the time of year.

## I. Job Description

### A. Player and Team Registrations

1. Manage online registration process for all regular season programs, player development and futsal teams. Update and post all new registration info on the website.
2. Manage creation of teams within Demosphere, Affinity (if applicable), TeamSnap and Stefan's uniform site.
3. Register ECU teams for leagues and tournaments.
4. Training and Game Scheduling
5. Assume responsibility for all WYSA State league game scheduling and serve as a resource for managers during rescheduling process.
6. Work with ADOC to schedule training at indoor and outdoor facilities.

### B. Club Administration

1. Document and maintain an up-to-date club schedule of deadlines.
2. Assume responsibility for daily financial transactions and coordinate with Club Treasurer.
3. Execute scholarship opportunities for qualifying members.
4. Update club policies as requested by the board.
5. Schedule club meetings and meeting spaces.

## II. Required Skills

A successful applicant will have the ability to work independently with weekly guidance from Club President, ADOC and DOC as well as strong problem solving, communication and MS Office computer skills.

**Interested applicants should contact Carlee O'Connor at  
[president@ecusoccer.org](mailto:president@ecusoccer.org)**