



WC United Club Administrator

Position: WC United Club Administrator

Compensation: Annual compensation and benefits are commensurate with the budget, experience, and qualifications.

Term Length: 2 years minimum.

Reports To: Director of Soccer Operations.

WC United, a DC-based competitive girls and boys travel soccer club founded in 2007, is accepting applications for a **Club Administrator**. This role is crucial to the club's operations, requiring a customer-centric, organized, detail-oriented, and personable individual who can professionally represent the Club and thrive in a fast-paced environment with limited supervision. Reporting to the Director of Soccer Operations, the Club Administrator is the primary point of contact and is primarily responsible for executing critical operational duties to support club programming in alignment with Club, league, USYS, and MSYSA registration requirements. The Club Administrator interacts with key stakeholders, such as parents/guardians, coaches, volunteers, vendors, providers, and local businesses and organizations, on matters pertaining to registrations, ad campaigns, camp programming, skills programming, fundraisers, and more.

The selected candidate is expected to work 40+ remote hours per week (including evening and weekend hours), meet in person when needed, attend Board meetings, check mail 2-4 times monthly, and be present during tryouts and select club events. The omission of other responsibilities does not preclude reasonable duties from being assigned.

ESSENTIAL DUTIES

Administrative/Operational

- Build programs for registration to include travel programs, skills and technical training, and camps.
- Request and track DPR & CRYSP field permits to be used for Club programs.
- Support club events, such as player tryouts and fundraising activities.
- Address emails, phone, and voicemail inquiries courteously and timely.
- Maintain the club website as necessary and send club-wide communications, ensuring current and accurate information is communicated. Gather information from teams for sharing on social media. Organize and publicize club events (DC United & Washington Spirit outings, etc.).



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(202) 559-3495



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- Create and send out to club families the weekly newsletter via email.
- Administer Google Site (password resets, coaches' emails, etc.). Maintain distribution lists.
- Assist the DSO with outreach functions such as placing coaching advertisements, special player/alum features, organizing special club events/fundraisers, and outreach to fill vacant volunteer positions.
- Assist the Board of Directors Treasurer with finance functions by monitoring outstanding dues and alerting parents, flagging and filing invoices, making payments, running reports to assist with financial reconciliations, participant reports, etc.
- Update and maintain the master club calendar with permits from DPR & CRYSP.
- Update and maintain policies, procedures, and templates.
- Identify processes and procedures that can be streamlined for operational efficiency.

Player /Staff/Volunteer Records and Registration

- Assist with recruiting and provide oversight to volunteers.
- Send a welcome email to new players with information necessary on uniforms, Got Sport registration, documentation, etc.
- Manage to complete all player, coach, and team manager volunteer requirements for MSYSA carding.
- Communicate seasonal guidelines per league requirements to families, players, coaches, and team managers.

Rosters/League Maintenance

- Serve as the club registrar by generating player offers and working directly with the MSYSA registrar to ensure players are carded on time to play.
- Create and maintain Club, uniform - Capelli, and MSYSA rosters.
- Request, track, and maintain player passes for leagues and tournaments.
- As needed, oversee and update practice and game schedules for teams without a volunteer Team Manager.
- Create, organize, and update various schedules and assignments (team rosters, playing schedules, fields, surveys/forms, reports).
- Adjust travel rosters with players Club Pass as necessary.
- Manage and maintain accuracy between Playmetrics and Got Sport rosters to ensure all players have been registered and paid before getting carded.



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Training

- Onboard new volunteer team managers on Club & MSYSA requirements.
- Troubleshoot team manager questions and issues and escalate when necessary.
- Conduct a pre-season kickoff team manager meeting before the fall season.
- Update and maintain the internal Standard Operational & Procedures Club Administrator guide.
- Stay up to date with platform updates by participating in learning opportunities.

REQUIREMENTS

- Ability to work flexible hours year-round, including nights and weekends.
- Must pass all state-mandated background checks.
- Must possess a valid driver's license and be willing to drive around the local area (up to 1 hour) as needed for club-related business.
- Intermediate experience with compliance/background checks, Travel team player cards, and league.
- Demonstrate a solid work ethic, enthusiasm, excellent administrative, organizational, communication, and conflict resolution skills, as well as the ability to multitask and prioritize tasks efficiently.
- Strong and proven computer skills, including Google and Microsoft products especially Word & Excel; ability to learn new computer products quickly.
- Demonstrate a kind heart for customer service.
- Demonstrates successful ability to work under limited supervision.

PREFERRED QUALIFICATIONS

- Experience with graphic design and social media management.
- Previous experience in youth soccer administration, coaching, or other sports-related experience.
- Ability and willingness to step in and assist with tasks not customarily associated with the day-to-day functions of this position.
- A genuine interest in soccer and a willingness to help grow the WC United organization and soccer within our community.

TO APPLY

To be considered, please submit your cover letter, resume, and three references to dso@wcunited.org. To learn more about our Club, please visit wcunited.org.

