



POSITION ANNOUNCEMENT

Arlington Soccer Association
Director of Operations

Arlington Soccer Association (ARL) seeks a Director of Operations to manage the operations of comprehensive soccer club that serves more than 9,000 youth. This is a full-time position reporting to the Executive Director. ARL strives to create an environment that empowers youth and strengthens community.

The Club

Founded in 1970, ARL offers a comprehensive curriculum of soccer including recreational, developmental, travel, camps, clinics and after-school programs. ARL is a unique organization with dedicated coaches, staff and volunteers who work together to teach and develop players of all levels. ARL provides opportunities for safe and healthy competition with a focus on treating people and the game with respect. Each year, more than 9,000 youth participate in ARL programs, which include the following:

- **Recreation** – With more than 6,000 players participating each fall and spring in league play, the recreation program is the largest in ARL. The recreation program provides quality soccer experiences for boys and girls of any ability, from kindergarten through high school. The program consists of neighborhood clubs and places players on teams based on elementary school enrollment.
- **Developmental** – With more than 600 players, the ADP program is for U9, U10, U11 and U12 boys and girls. ADP provides youth with the opportunity to acquire and develop soccer skills through higher levels of competition and coaching expertise in a professional training environment.
- **Travel** – With 90 teams, the travel program provides the opportunity for more than 1,200 boys and girls ranging from U9 through U19 to participate in a competitive youth soccer environment that promotes excellence and sportsmanship. The travel program is player-focused and develops each player to his/her highest potential by focusing on three pillars of development – technical skills, club pride and love of the game. ARL is a proud member of the US Soccer Development Academy, Club Champions League and DC United's DMV Pathway 2 Pro Program.
- **Auxiliary** – ARL provides a variety of other youth soccer programs that serve more than 1,000 children: *Mini-Soccer* for pre-kindergartners; *Academy & Pre-Academy* for six and seven year-old players who desire additional training and game opportunities; *Camps and Clinics* throughout the year; *Real Madrid Program* is in partnership with the Real Madrid Foundation and Arlington Public Schools and delivers after-school soccer and character-building; *TOPSoccer* is a community-based program for youth with disabilities;

Drop-In Soccer is supervised pick-up soccer activities for all children staffed with ARL coaches who help organize and supervise play.

- **Tournaments** – ARL hosts a variety of tournaments including one of the region’s premier travel tournaments, the Arlington Spring Invitational Soccer Tournament (ASIST), the Summer 3 v 3 tournament, the Arlington Recreational Tournament, and college showcases for boys and girls.

The Position

Reporting to the Executive Director, the Director of Operations will serve as a member of the senior leadership team and will direct and manage club operations.

The Director of Operations will:

- Manage club operations in accordance with the overall mission and goals of ARL.
- Oversee and direct travel team management and administration, including the eligibility and rostering of travel players.
- In conjunction with the Director of Coaching, provide ongoing evaluation of the structure, staffing, policies and procedures for the travel team administration and make recommendations for improvement.
- Work closely with senior staff, volunteers and related committees to facilitate the operation of a quality soccer club.
- Oversee the scheduling of fields for all club activities.
- Work collaboratively with Arlington County on field-related issues.
- Work collaboratively with travel leagues and other soccer organizations, such as VYSA, US Youth Soccer and the US Development Academy.
- Oversee and manage the financial aid program for all players.
- Manage the registration activities for all club programs.
- Oversee equipment, uniforms and tournaments.
- Provide management and evaluation of operations staff.
- Assist with and support events and activities associated with the club.
- Assist with the development of the annual budget.
- Additional tasks or duties as requested by the Executive Director.

Experience and Attributes

A strong candidate will bring a commitment to the values of youth sports and the mission of Arlington Soccer and US Youth Soccer. S/he will bring a variety of experiences and attributes to Arlington Soccer including:

- 7+ years of progressive leadership and management experience in youth sports or related field.
- Strong organizational skills with a focus on operational efficiencies.
- A demonstrated commitment to providing excellent customer service to internal and external customers.

- Knowledge and experience with travel team management and the eligibility and rostering of travel team players.
- Effective communicator with outstanding interpersonal skills.
- Demonstrated ability to be collaborative and work with diverse constituencies.
- Ability to think strategically, translate strategic initiatives into measurable annual plans, monitor progress toward goals, and mitigate risk.
- Success in managing and developing a remote staff.
- Experience in developing and managing budgets.
- Experience in organizing and managing events, with a preference for sports events.
- Bachelor's degree required.
- Flexibility and a willingness to work outside of normal business hours to include evenings and weekends as necessary.

Application Process

To apply, email your resume, a cover letter that explains how your skills align with the requirements above, and a list of three references to: jobs@arlingtonsoccer.com (e-mail applications are required). Review of applicants begin immediately.

Arlington Soccer Association is an Equal Opportunity/Affirmative Action Employer and does not discriminate in hiring on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, protected veteran status or any other characteristic protected by federal, state or local law.