



## **POSITION ANNOUNCEMENT**

Arlington Soccer Association  
Recreation Commissioner

Arlington Soccer Association (ARL) seeks a Recreation Commissioner (RC) to direct and manage a comprehensive recreational soccer program with more than 6,000 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.

### **The Recreation Program**

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.

### **The Position**

Reporting to the Executive Director, the Recreation Commissioner will serve as a member of the senior leadership team and will direct and manage the recreation program.

The Recreation Commissioner will:

- Lead the recreation program in accordance with the overall mission and goals of ARL.
- Serve as the liaison to the Recreation Soccer Committee (RSC) which consists of the volunteer managers of the neighborhood clubs and provides advice on the management of the program.
- Provide ongoing evaluation of the structure, staffing, rules, policies and procedures for the recreation program and make recommendations for improvement.
- Work closely with senior staff, volunteers and related committees to facilitate the operation of a quality soccer program.
- Coordinate the training of and coaching curriculum for volunteer coaches with ARL's Director of Coaching Education.
- Oversee and manage the formation of more than 500 recreation teams for each fall and spring season.

- Support program registration activities and operations.
- Provide management and evaluation of recreation program staff.
- Attend committee meetings associated with the recreation program.
- Assist with and support events and activities associated with the recreation program.
- Oversee and manage the youth referee program, including the recruiting, retention, training and assigning of referees for the recreation and developmental programs.
- Manage the scheduling of recreation team practices and games.
- Assist club managers in the recruitment of volunteer coaches.
- 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:

- 5+ years of progressive leadership and management experience in youth sports or related field.
- Strong organizational skills with a focus on operational efficiencies.
- 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 recruiting, developing, managing, and retaining volunteers and staff.
- Experience in developing and managing budgets.
- 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](mailto: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.*