



Who We Are:

Chesapeake United Soccer Club is a 501(c)3 non-profit organization serving all players ages 3 to 19 across in all ability levels ranging from beginner to elite.

Our Mission:

The mission of Chesapeake United Soccer Club is to provide an organized, well-structured youth soccer experience in a safe, enjoyable environment for players of all ages and ability levels. Chesapeake United will maintain an educated, upstanding, driven team of coaches who are committed to all aspects of individual player development. Through sound leadership, dedication to our youth, and a commitment to constant growth, Chesapeake United strives to be the preferred club of players, parents, and coaches alike.

Job Summary:

Chesapeake United is seeking a diligent, highly motivated, passionate, and driven individual to lead and grow the league's communication, registration, and financial processes. The Club Administrator will be responsible for daily operations pertaining to new and current membership communication, player and team registration, database management and operations, and financial oversight and bookkeeping.

The successful candidate will work regularly and across multiple platforms, staff, leagues, and membership, and with various internal departments to promote and manage league initiatives and programs.

Essential Administrative & Financial Duties:

- Manage all administrative operations of key Chesapeake United programs as well as assist with the administration of other programs.
 - Build registrations, programs, reports, and rosters for Chesapeake United and governing body database platforms
 - Recruit and provide oversight to volunteers
 - Facilitate and complete all player coach and volunteer requirements
- Establish/facilitate new seasonal guidelines per league requirements - players, coaches, team managers; efforts may also include uniform buying and special alert systems
- Maintain and update all practice and game schedules
- Serve as the main point of contact for key programs for all coaches and volunteers



- Support overall administrative functions including but not limited to financial reconciliations, participant reports, background checks
- Support all Chesapeake United events including but not limited to player tryouts, tournaments, fundraising activities and more
- Ensure proper background check process and risk management procedures occur for all club and team personnel, i.e. admin, coaches, and managers, including mandated background checks and required certifications, for all club sports.
- Answer phones/emails in a professional manner and direct calls/emails to appropriate persons and/or take detailed messages
- Instruct and manage team managers in the Competitive and Advanced Programs
- Work with Executive Director and other club staff members in daily operations
- Process check and reimbursement requests from club programs
- Submit payroll requests for independent contractors, i.e. coaches, part-time employees, etc.
- Manage Accounts Receivable & Payable, Financial Aid Program, Discounts/Awards
- Process all payments and bank deposits
- Manage the effective & timely collection of Club, Program, and Misc. Fees

Requirements for the position:

- Strong organizational and planning skills; ability to multitask and prioritize tasks efficiently
- Excellent communication (oral and written) skills and conflict resolution skills
- Ability to collaborate with other staff and volunteers
- Strong and proven computer skills including Google and Microsoft products and CRM administration; ability to learn new computer products quickly
- Ability and willingness to step in and assist with tasks not normally associated with the day-to-day functions of this position
- Bachelor's Degree or related experience

Preferred skills:

- Experience with graphic design and social media management
- Previous experience in youth soccer administration or coaching or other sports related experience

Bookkeeping specifics (training available):

- Maintain the Club treasurer and follow club financial policies/procedures
- Ensure that club funds are deposited in such banks, trust companies, and other financial institutions that the Executive Board shall designate and shall be withdrawn upon the check or order as designated by the Executive Board
- Deposit monies collected from members and teams

- Pay all invoices of General Board approved obligations incurred by the Club.
- Provide a financial report to the Executive Board for each regularly scheduled meeting (in-person or virtual)
- Provide annual balance sheet listing all assets and liabilities of the club
- File appropriate state and federal income reports per applicable laws and IRS regulations

Job Type & Compensation:

- Full-time; Salary and benefits commensurate with experience

To apply for this position, please visit www.chesapeakeunited.com/

