

Executive Director – full time position

Seeking individual with excellent organizational and management skills to manage day to day operations of a youth soccer club including coordinating player development, recruiting/managing coaches and team managers, coordinating field usage and maintenance, maintaining communications with parents, players, team managers and coaches, serving as volunteer/concessions coordinator for club tournament, working with board of directors to promote and grow club in community.

The individual would need to be proficient in Microsoft Office and willing to learn/utilize club management software to manage club operations. The candidate would report to the board of directors. NSCAA National Diploma or USSF C License a plus but not required. Candidate would need to commit to pursue within 6 months.

Please send resume and references to

CASA
Attn: Search Committee
POB 824
Clemson SC 29631