



Salinas Regional Sports Authority

PO Box 9725, Salinas, CA 93915

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## **SRSA OPERATIONS COORDINATOR JOB DESCRIPTION**

### **OVERALL RESPONSIBILITIES**

This position is for those interested in facility management and coordination.

**Mission:** The Operations Coordinator is responsible for assisting the Soccer Complex Manager with the coordination and implementation of programs, day-to-day management of the facility, and supervision of volunteers. You will ensure our customer service and sales-based culture is upheld along with following and executing our mission, vision, and value statements, guiding principles and code of conduct. The job requires strong organizational skills, managing multiple priorities simultaneously including operational systems that ensure an impactful business, conflict resolution, and interpersonal skills.

### **Goals**

- Manage sprinkler irrigation distribution uniformity such that there are no dry spots
- Rotate fields such that there is no excessive wear on the playing field
- Increase female soccer participation by 10% every year
- Increase volunteer participation by 10% every year
- Increase net vending revenues to an average of \$1,000 per weekend
- Increase parking revenues to \$5,000 per weekend

### **DUTIES – SRSA OPERATIONS COORDINATOR**

**Reports To: SRSA Soccer Complex Manager**

### **Hours:**

- **Program:** Shifts weekday afternoons and weekends
- **Staff Meeting:** bi-monthly (up to 1 hour) time TBD
- **Staff Professional Development:** At least one mandatory professional development trainings will be provided that may include all-day trainings.

### **Responsibilities**

- Ensure facility is operating according to the mission, vision, and values of the Salinas Regional Sports Authority
- Manage flow at complex fields: Make sure appropriate game day preparation is happening with teams and coaches to keep games on schedule
- Be a resource for parents and coaches about field and gameday logistics, appropriate sideline behavior and taking care of the field grounds
- Follow the daily process and procedures for optimization of the facility
- Directly ensure that we provide an inviting atmosphere

- Act as an additional point of contact for Salinas Regional Soccer Complex
- Assist in coordinating practice, meetings, and soccer operations
- Responsible for spearheading facility set up, breakdown, and maintenance
- Assist in all operational needs of the Salinas Soccer Complex. This could include complex maintenance, equipment repair, trash and recycle, opening and closing gates and ordering and restocking supplies
- Plan, create and execute special projects with Soccer Complex Manager
- Recruit, train, supervise, mentor, and facilitate professional development for student interns/volunteers
- Develop and implement plans to grow specific revenue streams that you will be responsible for
- Be present at department meetings to discuss Facility Operation workplace trends, attend trainings, and strategize for future events

#### **Interactions with Parents, Coaches and Participants**

- Exemplify the highest moral character. Exhibit patience, maturity and dependability
- Promote positive atmosphere and game day enjoyment
- Ensure the safety and well-being of all participants in your care
- Exercise fairness in dealing with any conflict resolution matters

#### **Organizational Skills**

- Know program's schedule of events and prepare accordingly
- Take care of equipment, facilities and supplies
- Review rules and regulation
- Meet administrative deadlines (i.e. timesheets, program reporting, surveys, etc.)
- Be punctual and manage time accordingly

#### **Professional Relations**

- Work collaboratively with participants, SRSA staff, volunteers, parents and others
- Be a good communicator: professional, appropriate, and respectful
- Maintain constructive and professional relationships with adults and participants
- Respect confidentiality and be sensitive to rights of privacy
- Assume professional responsibility for the success of the program. Show support and loyalty for program success and improvement. Your thoughtful input is valuable to us
- Attend all meetings, trainings, clinics and other professional meetings
- Be willing to cooperate with and assist fellow staff and volunteers

#### **Personal Characteristics**

- Provide leadership, model confidence, and respect for others
- Demonstrate enthusiasm and self-motivation. Maintain a positive "Can Do" attitude
- Maintain overall self-control, poise, and composure – even under stress

- Be flexible and cooperative
- Be committed to self-improvement and professional development
- Accept suggestions for improvement and respond appropriately to constructive criticism
- Reflect appropriate appearance/dress

### **Required Skills and Experience**

- Excellent written and verbal communication skills
- Ability to detail and follow-up with customers, co-workers, and supervisors
- Strong track record of building strong and trusting relationships
- Positive attitude and a sense of humor
- Knowledge of the game of soccer
- Communicate effectively the mission, values and vision of our company

### **Qualifications**

- Knowledge on multiple technological platforms such as Excel, Word, etc.
- College degree preferred
- Knowledge of Monterey County soccer leagues a plus
- Ability to use technology to help the company become more efficient and effective

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.*

### **How to Apply**

Send your resume and cover letter to **Jonathan De Anda**, SRSA Soccer Complex Manager, at [jonathan@salinassoccer.org](mailto:jonathan@salinassoccer.org) with the subject line "Operations Coordinator – Your Name". In your email, please include:

- Why are you a good fit for this position?
- What is your expected salary?
- How did you hear about this job?