

## POSITION – COMPETITION MANAGER



POSITION TITLE	DEPARTMENT / DIVISION	REPORTS TO
Competition Manager	Operations	Chief Soccer Officer

**POSITION PURPOSE**  
 The Competition Manager will be responsible for providing primary support to Leagues, Cups, and events. This individual will be looked upon to manage and execute all aspects of day to day league and competition operations to include but not limited to: recruiting teams, scheduling, confirming fields, website content, staffing, AT's and supporting referee programs and assigning. The role will require working closely with the CSO, ASA Staff, State Youth Referee Administrator, vendors, and community resources in presenting and enhancing leagues, Cups, and events throughout the state.

MINIMUM SKILLS, AND EXPERIENCE	PREFERRED SKILLS, AND EXPERIENCE
Bachelor's Degree in Community Programming, Sports Management or equivalent experience preferred	Results Oriented; Strives to exceed minimum standards with a willingness to step outside of role to assist in other roles
2 years' or more experience in League Management	Gotsport system knowledge and Proficient in MS Office to include advanced Excel skills
2 years' or more experience in program development	Knowledge of youth soccer or Arizona Soccer Association (ASA) structure a plus
Ability to develop collaborative and consultative relationships	Excellent Communication skills, verbal and written. Bilingual preferred
Demonstrated ability to develop and communicate league and tournament schedules	Conflict Resolution, Key Decision Making, Proper Planning and being accountable for deadlines.

**JOB DUTIES**

1. Serve as Competition Manager in support of ASA managed leagues and events. This includes but is not limited to all day to day operations, scheduling, registration, and league documentation
2. Provide support to referee assignors for ASA managed leagues, Cups, and events
3. Support grassroots and community-based programming through strategy and operational implementation that promotes participation, development, and growth of soccer throughout Arizona.
4. Actively recruit teams to participate in ASA events and become members of ASA.
5. Support of project plans, to include escalation to proper individuals on status of initiatives, programs, and events
6. Train and support any assigned staff, volunteers, or interns in support of ASA managed leagues and events.
7. Complete any additional duties as assigned by the supervisor/manager/director, or other member of the Arizona Soccer Association.

### Required Conduct

The Competition Manager shall conduct him/herself in a responsible, moral, and professional manner.

In expressing personal, political or religious beliefs or positions, the Competition Manager shall make it clear that it is his/her personal belief and he/she shall not refer to any position of the State Association and shall not reference any affiliation with the State Association concerning such beliefs. He/she understand that the State Association is a tax-exempt organization and as such, must avoid partisan politics.

The Competition Manager must receive prior and written approval from the CSO to conduct or be on the staff of any soccer or athletic camp.

The Competition Manager must receive prior and written approval from the CSO to enter into any soccer related venture whether it be for pay or as a volunteer.

### Qualifications and Expectations

Ability to work in an office environment as well as outdoors at fields/facilities where events are held.

Ability to lift 50-75 lbs., spend extended hours standing or walking, agility and mobility to perform essential functions of job, understand need for proper nutrition, hydration, or weather protection to suite external climates.

Ability to work at ASA office during expected office hours as well as nights and weekend availability is required. Primary workhours and days vary and are flexible Monday – Friday. Job will require nights and weekend but varies dependent on season.

### Salary

Salary \$45,000-\$50,000 and full benefits Submit resumes to: [chriswebb@azyouthsoccer.org](mailto:chriswebb@azyouthsoccer.org)