



Affiliate Logistics Coordinator

Job Announcement

About:

The Maryland State Youth Soccer Association (MSYSA) is a member of the US Soccer Federation as a National State Association and is affiliated with US Youth Soccer. MSYSA serves as the primary advocate for youth soccer in the state of Maryland and the District of Columbia. MSYSA is dedicated to offering the highest quality soccer education, player development, and programs while fostering sportsmanship, fitness, diversity, teamwork, and passion for the game. Established in 1976, the MSYSA proudly serves a membership of more than 225 affiliate clubs and leagues registering more than 80,000 players and thousands of coaches, administrators, and volunteers. The MSYSA state office is located in Glenwood, Maryland.

Job Description:

The Maryland State Youth Soccer Association (MSYSA) Affiliate Logistics Coordinator provides support to the MSYSA registration department. The Affiliate Logistics Coordinator provides support to individuals looking to register each year in addition to administratively supporting the MSYSA Director of Affiliate Logistics. The duties within the job description are listed below. The Affiliate Logistics Coordinator position works in the state office, is full-time, exempt, and reports directly to the MSYSA Director of Affiliate Logistics.

Duties & Responsibilities:

- Answer phone calls and relay messages, as needed
- Work with clubs, coaches, and families to help set up programs and complete registrations within the MSYSA registration platform
- Attend and participate in conference calls, training sessions, and meetings
- Support Affiliates registering for the new seasonal year
- Help train club administrators on how to use the registration platform
- Monitor clubs to ensure leadership is compliant:
 - Mandatory compliance requirements include background check, SafeSport training, and concussion awareness training

- Assist with checking the US Youth Soccer DARM report, the [U.S. Soccer disqualification list](#), and the [SafeSport disciplinary records](#) for every adult looking to register with MSYSA each seasonal year and note findings within the MSYSA registration solution
- Update these lists with any Maryland individuals who have been disqualified from participating within the organization.
- Help new affiliate leadership with their onboarding
- Assist in verifying players for roster inclusion based on age group requirements set by US Youth Soccer
- Maintain guidelines for affiliates to refer to when needing assistance
- Meet one on one with affiliate clubs/teams to guide them through the registration process, as necessary
- Additional duties as assigned

Qualifications:

- Friendly, kind, and empathetic
- Outstanding written and oral communication skills
- Excellent organizational skills
- Ability to multi-task and take direction
- Team player
- Available to work nights and weekends, as needed
- At least 21 years old
- Must be very proficient with all Microsoft Office applications (including Word, Excel, Outlook, PowerPoint, and One Drive)
- Language Skill(s): English. Multilingual is a plus
- Creativity, problem-solving, organizational, and multi-tasking skills are vital
- Must possess a valid driver's license, and have access to reliable transportation daily
- Must be eligible to work in the USA and pass an annual background check

Special Requirements

New hires must consent to and complete a criminal background check (MSYSA will cover the cost)

New hires must complete the following training courses to meet MSYSA Mandatory compliance and program expectations:

- SafeSport Trained Core Course
- Heads Up to Youth Sports: Concussion Awareness
- Additional virtual training on a case-by-case basis.

Compensation:

Salary is commensurate with experience.

Benefits:

Paid time off, sick leave, matching 401k (after year 1), branded apparel, flexible schedule, and some health benefits.

Equal opportunity employer:

MSYSA does not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin. Individuals from traditionally underserved and underrepresented groups are strongly encouraged to apply. Bilingual (Multilingual) applicants are strongly encouraged to apply.

How to apply:

Well-qualified candidates should send their resume, cover letter, and three references to Jessica Hafer at jessica@msysa.org. Review of qualified candidates to begin immediately. This position will remain open until filled.