

Spencer Soccer Club, Inc.

Job Title: Vice-President of Administration	Job Grade: Volunteer
Area: Administration	Reports to: Senior Vice President of Operations
Revision Date: 5/27/11	Term: 2 years / Election in even numbered Years

Position Overview

The Vice President of Administration shall be responsible for the Administrative Branch of the Spencer Soccer Club. He/She shall supervise the actions of the Director of Registration, Director of League Representation, Director of In-Town Programs, Director of Referees, and Director of Information Technology.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Oversee all responsibilities of reporting directors
- Create, develop, and monitor the administrative strategy and plan
- Act as point of contact for all contracts relating to photographers, registration systems, software licenses, websites, IT support, and information security systems
- Maintain current knowledge of league rules, regulations, and policies that relate to responsibilities
- Act as SSC point of contact for injuries
- Provide rulings on final member eligibility
- Coordinate administrative branch information and communication between reporting directors and other members of the Board of Directors (BOD)
- Ensure all Administrative dates and deadlines are completed timely according to the Spencer Soccer Club Master Schedule
- Understand and have full functionality to SportsManager
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Conduct all essential job functions and requirements for any vacated or unresponsive reporting director position
- Make recommendations to the BOD for removal of Reporting Director if such removal is in the best interest of the SSC.
- Complete other special assignments, which, from time to time, may be given by the President or BOD

Requirements

- Attend Board of Director (BOD) meeting
- Communicate a summary of Reporting Directors to the BOD monthly
- Present administrative strategic planning motions to the BOD
- Present a written summary to the membership at the Annual General Meeting detailing the number of members participating during the previous soccer year
- Establish, review, and understand contracts with software licenses, websites, IT support, and information security systems

Requirements (cont.)

- Obtain budget estimates from all reporting directors to develop and submit an annual budget request
- Understand league requirements and policies including but not limited to:
 - Registration fees, submission deadlines, and formatting
 - CORI Forms and Status Reports
 - Risk Management and Insurance
- Create, monitor, and review procedures used to track and communicate injuries between the members and the SSC and the SSC and the League
- Communicate with photographers to establish contracts and terms
- Schedule and coordinate Picture Day
- Coordinate and communicate the process of assigning passwords and granting access to coaches in SportsManager
- Develop and distribute membership forecast reports to the Director of Uniforms and Vice President of Player and Coach Development
- Develop and distribute Un-Reregistered Player Reports during periods of registration to the Directors of Player and Coach Development
- Distribute Registered Player Reports at close of registration to the Vice President of Player and Coach Development and the Director of Uniforms

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.
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