



**Title:** Club Administrator

Location: Chattanooga, TN Status: Part-Time  
Staff Position Reports To: Executive Director

**Start Date:** April. Applications accepted immediately and will be evaluated on a rolling basis.

### **Job Summary**

The Chattanooga Football Club Academy is seeking an Office Coordinator to oversee our competitive programs through the development of innovative and high quality initiatives and high levels of customer service. CFCA seeks an effective administrator who will serve as the primary office coordinator for all of CFCA. This position is responsible for the organization and administration of variety of office management duties.

### **Duties and Responsibilities**

Assist in the administration and planning for a variety of CFCA programs, including: registration, staff education, risk management, scheduling of fields, and uniforms:

- Oversee all aspects of registration, including maintaining a database, player allocation, team formation and excellent customer service
- Assist in scheduling all turf field space during weather related cancellations
- Coordinate with WeGotSoccer.com as CFCA's primary contact for uniform related issues
- Coordinate fields for all CFCA related events
- Assist the Executive Director in all administrative and budget responsibilities
- Organize and coordinate CFCA coaches evaluations
- Organize and coordinate CFCA player evaluations
- Work closely with the club to monitor budgets, and, plan and implement procedures and systems to maximize operating efficiency and formulate department policies and practices.

### **Additional Responsibilities**

- Coordinate and staff all volunteers for CFCA tournaments
- Create and maintain all club manuals relating to CFCA teams
- Other duties as required and assigned

### **Qualifications**

- Expertise in Microsoft Office
- Excellent organizational skills
- Ability to communicate effectively via phone, email, and public speaking and to provide a high level of customer service
- Ability to prioritize responsibilities and multi-task effectively
- Organizational and personnel management
- Volunteer management
- Understanding of Youth Development
- Must pass a background check
- Working knowledge of accounting practices preferred.