



## Recreation League Director

Kernersville Soccer Association (KSA), a professionally managed and volunteer supported youth soccer club located in Kernersville, North Carolina, is seeking a well-qualified individual to fill the position of Director of Recreation starting immediately. KSA is accepting applications on a rolling basis. KSA is a 501(c)(3) non-profit organization whose mission is to provide an instructional soccer program that develops and motivates youth to love the game, build character, and make a positive impact on the Kernersville and surrounding communities. With an emphasis on serving youth in the community, KSA provides much more than the traditional soccer leagues.

KSA offers recreational soccer to youth from ages 3 to 18 throughout the year. The recreational league hosts more than 750 children and continues to grow. KSA has established a strong presence and quality reputation within the Kernersville and surrounding communities. KSA has built an impressive group volunteers that are dedicated to serving our community and is looking to build on and broaden the quality of the current KSA recreation experience with the addition of a new *Recreation League Director*.

### **Recreation League Director**

The Director of Recreation is a full-time salaried position that has non-standard hours. This position reports directly to the KSA President and oversees the recreation league as well as specific supplemental programs and events.

### **Qualifications:**

**Management Experience:** Prefer applicant with soccer specific program and event management experience. Familiarity of the recreation league structure and execution process is preferred. Coaching education, experience and is preferred though not required. Experience working with a non-profit organization is a plus.

All KSA staff must pass annual background checks.

### **Other:**

- Demonstrated leadership qualities
- Ability to help develop and execute a vision for the future success of the club
- Ability to work with the KSA board members to promote the direction of the club at the youngest ages
- Excellent communication and dispute resolution skills
- Excellent organizational and time management skills
- Ability to relate to and motivate both youth and adults
- Demonstrated integrity and reliance on ethically sound standards
- Committed to working a non-traditional work schedule
- Proven computer skills, including ability to use word, excel, powerpoint and email.
- Experience in managing data

### **Description of Essential Job Duties and Responsibilities**

- (1) Recreation league program director
  - a. Evaluate then improve the quality of the league operation, execution and structure for its 750 participants
- (2) General office and club administration
  - a. General Accounting, Registration, Rostering, Vendor Coordination, Etc.
- (3) Oversee and drive club sponsorships
  - a. Maintain communication with current sponsors
  - b. Drive new sponsorship opportunities
  - c. Coordinate sponsor days
- (4) Execute Little Kickers and KSA All Stars
  - a. Oversee the general operations of our Little Kickers program which introduces our youngest players to one of the greatest games.
  - b. Coordinate with the age group coordinators and coaches for identifying the top recreation players from each team and age group to be included in the initial All Star player pool which gives them and exposure to our competitive soccer club PTFC.
- (5) Additional Responsibilities may include:
  - a. Communication, Marketing and Public Relations
  - b. Upkeep and maintenance of applicable program web content
  - c. Assist with general field maintenance
  - d. Additional duties as directed by the President

*Salary commensurate with experience and qualifications.*

**All interested applicants should email resume and cover letter that details salary requirements to [ksasoccer@embarqmail.com](mailto:ksasoccer@embarqmail.com).**