

Job Posting: Recreational Program Manager

Willamette United FC

Location: West Linn, OR

Reports To: Club Manager, Director of Operations



About Willamette United FC:

Willamette United FC is a community-driven, youth soccer club serving West Linn and Wilsonville. Our mission is to inspire and educate our members to be strong and productive athletes, citizens, and leaders. We strive to help all children grow physically, emotionally, socially and academically through the vehicle of youth sports. We aim to provide high-quality programs that emphasize fun, positive relationships, and a love of the game.

Position Overview:

We are seeking a dynamic and organized **Recreational Program Manager** to join our team. This position will be responsible for overseeing and managing our recreational soccer programs for K-12 players, ensuring an exceptional experience for participants and their families. The ideal candidate will be passionate about soccer, community engagement, and committed to the development of recreational players of all ages.

Key Responsibilities:

- **Program Management:** Plan, organize, and oversee all recreational soccer programs, leagues, tournaments, and events for K-12 recreational players.
- **Coaching Support:** Promote, recruit and support all K-12 volunteer recreational coaches. This includes but is not limited to, registration, equipment, schedules, player or parent conduct, and providing additional guidance, resources, and training to ensure quality coaching and player development.
- **Player and Coach Registration & Communication:** Work with our staff to oversee all player and coach registrations, communicate schedules, updates, and program details to players, parents, and coaches.
- **Age Group Coordinator Volunteers:** Recruit, train, and manage Age Group Coordinator volunteers to assist you in managing each age group of teams (by grade) with coaching, schedules, game-day operations, player/parent conduct, and other program-related tasks.
- **Field & Facility Management:** Work with our Director of Operations to coordinate field usage, ensure facilities are properly set up for games and practices, and oversee maintenance and safety protocols.
- **Customer Service:** At Willamette United FC we pride ourselves on providing the best customer service in youth sports. Address concerns and feedback from players, parents, coaches, and other stakeholders in a professional and timely manner.
- **Event Planning:** Help organize and execute special events, such as end-of-season celebrations, Willamette Cup Tournament, Coed Nights Out, and other community outreach activities put on by the club.
- **Financial Management:** Work with our Club Manager to ensure that resources are allocated efficiently to meet program needs.

Qualifications:

- **Experience:** Minimum of 2 years of experience in youth program management, coaching, and/or sports administration. Previous experience with recreational youth soccer programs is highly preferred.
- **Knowledge of Soccer:** Strong understanding of soccer rules, regulations, and coaching principles for recreational levels, K-12.
- **Leadership & Communication:** Excellent interpersonal and communication skills, with the ability to work with a diverse range of individuals including players, coaches, parents, and other WUFC staff.
- **Organization:** Strong organizational skills and the ability to manage multiple tasks, events, and deadlines.
- **Team Player:** Ability to work collaboratively with other staff members, coaches, and volunteers. WUFC seeks to foster a positive work environment with all employees encouraged to seek proactive solutions and treat everyone with respect.
- **Availability:** Must be able to work the seasonal hours of the WUFC Recreational Programs. Flexibility to work some evenings and weekends during soccer seasons is preferred.

Preferred Qualifications:

- Coaching certifications (e.g., USSF, USC) or other relevant training.
- Experience working with recreational or community-based sports leagues.
- Familiarity with sports management software or systems for registration and scheduling.

Benefits:

- Professional development opportunities.
- Fun and supportive work environment with a passionate soccer community.
- Flexible schedule options.

How to Apply:

Please send your resume, a cover letter, and at least two professional references to mike@willametteunitedfc.com with the subject line "Recreational Program Manager Application." Applications will be accepted until the position is filled.

Join Willamette United FC and play a key role in serving our soccer community! We look forward to welcoming a new member to our team who shares our commitment to developing players and people in a fun, inclusive environment.

Willamette United FC is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.