



Girls Academy

<https://girlsacademyleague.com/>

JOB DESCRIPTION - *Director of Member Services*

Director of Member Services

Contract: Full Time Position

Location: Remote with commitment to relocate to national office

Starting Salary Range: Commensurate with experience

Benefits: Annual Health Insurance Stipend

ABOUT THE GIRLS ACADEMY

The Girls Academy is the leading youth development platform for the best female soccer players in the United States. We are the only national youth soccer platform that represents the collective vision of member clubs and actively engages the voice of the players to take real ownership of the league. We embrace the desire of club members and players to maintain an unrivaled standard of excellence in coaching, competition, and regional and national showcase events throughout the year.

The Girls Academy is committed to cultivating an environment that empowers each player to reach their best potential as an exceptional athlete and human being by celebrating the player's journey with a lifelong love of the game through competition, showcases, and camaraderie.

THE PLAYERS' VOICE MATTERS

What makes the GA unique and different is the active role the league's players have in shaping the direction of the league. How? Introducing the [Advisory Panel](#), which affords the players the opportunity to nominate and maintain a player-led board that represents the thoughts, opinions, and vision of the players. The Advisory Panel is active in suggesting ways to improve the league, engaging in sponsor opportunities, organizing charitable initiatives, shaping league merchandise offerings, and more.

Administrative League Coordinator

SUMMARY

The Director of Member Services functions as the operational administrator and registrar for the Girls Academy (TGA), serving as a representative to all internal and external stakeholders at all levels of the game. They are responsible for the day-to-day administrative and operational functions of the Girls Academy.

The Director of Member Services will report directly to the Commissioner working collaboratively to ensure the strategic goals of the league are being met.

The primary duties, tasks, and responsibilities include, but are not limited to:

- Responsible for all administrative functions of the league, as well as duties across all organization programs and events.
- Main point of contact for general league-wide inquiries, dissemination, and routing inquiries to appropriate staff on a daily basis.
- Setup, manage and maintain league-wide software platforms, including but not limited to GotSport, US Soccer, Players Health, and other required league applications.
- Set-up, manage and oversee all on-line player and staff registrations, and background checks.
- Ability and willingness to step in and assist with tasks not normally associated with the day-to-day functions of position.
- Attending key stakeholder meetings to address league innovation, quality improvement, and member club coordination.
- Review and track compliance of administrative and technical standards in collaboration with club directors and Sporting Director
- Serves as the staff liaison to the Membership Committee and responsible for administrative support of the membership application process and selection of new club members to join the league.
- Develop and increase contact management database, includes inputting and importing data into the league's distribution lists and software systems.
- Oversight of registration of Girls Academy members via GotSport and US Soccer.
- Work with League Commissioner to manage all operational planning of the Girls Academy, such as scheduling of league events, risk management, and coordination with insurance provider.
- Administrative support to member clubs for registration, scheduling, and other operational needs
- Support the League Commissioner and the Board of Directors with administrative assistance.

- Work with League Commissioner to enforce all rules, policies, and frameworks of the Girls Academy and Board of Directors
- Prepare and submit monthly reports to the League Commissioner

PREFERRED QUALIFICATIONS

Education: Bachelor's degree in business, sports management, operations; Master's degree preferred

Required Position Qualifications:

- Comprehensive understanding and knowledge of the youth soccer landscape
- Effective interpersonal and communication skills (verbal and written)
- Ability to build and maintain positive relationships with Youth Club leaders.
- Willingness to collaborate with multiple stakeholders and soccer community members.
- Demonstrated ability to work independently, maintain confidentiality, and supervise others.
- Ability to work with diverse populations, as part of a team, and collaborate with others.
- Self-directed, motivated, and demonstration of strong initiative
- Demonstrated ability to monitor and maintain compliance with organizational policies and procedures
- Minimum seven years' experience working in the youth and/or sports landscape.

Other:

- Required overnight travel to GA Events and Showcases
- Irregular hours, including weekends and evenings, are required on a regular basis.
- Other duties as assigned by the League Commissioner and Board of Directors

KNOWLEDGE, SKILLS & ABILITIES

- Microsoft Office Suite
- Deep understanding of web-based applications that are industry standard.
- Zoom, Google Meets, WebEx, and other video platforms.
- Data analysis
- Advanced Excel skills
- Analytical and problem-solving ability
- Ability to manage multiple tasks.
- Strong organizational and time management skills
- Experience with GotSport preferred.

Apply via Email: Please email resume and cover letter to: info@girlsacademyleague.com