Job Profile

Company: Mission Youth Soccer League / MYSL

Position Title: MYSL League Director

Pay Scale: Depending on experience

Position: FULLTIME / Flexible Hours / Benefits

City: San Francisco

Mission Youth Soccer League is a California 501c3 nonprofit corporation founded in 1992 in response to street violence in the Mission District of San Francisco. Since then, MYSL has served over 400 SF kids every year by providing a year round soccer program.

MISSION YOUTH SOCCER LEAGUE MISSION STATEMENT

To provide affordable, year-round soccer activities to San Francisco boys and girls - ages 5 to 18, primarily located in southeastern San Francisco - through a community based, volunteer oriented, nonprofit organization.

To provide an organized, culturally relevant recreational activity (soccer) that will promote and foster healthy competition, conflict resolution, self-discipline, cooperation, individual development, exercise and respect.

To promote and support volunteer coaching in order to provide positive adult role models for youth and to involve members of the community in planning and implementation of the programs and activities of the organization.

High Growth Opportunity at an Inclusive Youth Soccer League:

Our League Director is the first point of contact for our players, families, coaches and community leaders. You will be our brand ambassador and coordinating expert, fielding all questions regarding our league, our teams and our policies.

We are looking for applicants who are passionate about youth sports, want to make a difference, and approach each day with optimism and integrity.

We offer flexible hours and appropriate benefits.
Requirements:

- Bi-Lingual (Spanish & English)
- Clear communication skills, verbal & written, Spanish & English
- Proficient in basic computer programs (Word, Excel, PowerPoint, etc.)
- Ability to prioritize tasks and work independently
- Strong time management and organizational skills
- Very strong critical thinking, problem solving and interpersonal skills

Pluses:

- Background in youth sports
- Familiarity with the game of soccer
- Fundraising experience

Duties:

- Administrative -
  - Manage the operation of the MYSL office
  - Staff & payroll responsibilities
  - Manage budget
- Team support -
  - Manage the operation of MYSL summer and winter leagues
  - Oversee Fall & Spring league & tournament team placement
  - Coordinate Field access for teams
  - Recruit coaches and players
  - Promote coach & referee training
  - Distribute & collect registration materials
  - Collect fees
- Marketing & Community Interaction -
  - Manage website & social media platforms
  - Community outreach
- Grants / Fundraising
  - Manage existing & future grants
  - Develop plan with Bd. Of Directors for long range fundraising

We look forward to discussing this opportunity with you.

Please address any questions to mysloffice@ymail.com

Interested applicants should email a resume to mysloffice@ymail.com