



Oregon Adult Soccer Association

Job description Operations Director

Full time, Exempt

Salary and benefits: depending on experience.

Summary:

- Oversees and supports OASA office, seeks to expand membership, supports activities of OASA Executive Committee.

Duties & Responsibilities:

- Responsible for all activities of OASA office, including scheduling and customer service.
- Provides timely reports on office and OASA financial activity as needed by the Executive Committee and Board.
- Provides excellent customer service to all OASA constituencies; including: Board; Executive Committee; Leagues, and potential leagues, players and referees.
- Coordinate and suggest member benefits such as clinics, competitions and relationships with other soccer entities.
- Actively seeks to increase membership through affiliation of new leagues and strengthening relationships with existing ones.
- Seeks to increase revenue through sponsorship, grants, donations and other means.
- Other duties as assigned.

Supervisory Responsibilities:

- Recruits, hires, trains and supervises all other OASA employees.

Qualifications:

- Experience managing and motivating employees.
- Knowledge of office procedures, scheduling, financial reporting, office software and bookkeeping.
- Proven ability to work independently.
- Demonstrated proficiency at providing exceptional customer service.
- Reliable transportation, valid driver license.

Work Environment:

- Work will be performed in a variety of settings, and will require travel, including occasional overnight travel, hours will vary as needed and may require nights and weekends. Reports to OASA President.



Oregon Adult Soccer Association

Job description

Office Manager

Full time, Exempt

Beginning salary: \$26,000 per year + medical insurance.

Summary:

- Provides outstanding service to OASA Customers, assists Operations Director with supervision of other staff, responsible for day-to-day staffing of the office. Reports to and supervised by Operations Director.

Duties & Responsibilities:

- Assist with production of OASA materials such as newsletter, brochures, press releases, website, etc. as needed.
- Assist with OASA Competitions, including ideas for improvement or new competitions.
- Coordinate with leagues to ensure compliance with USSF, USASA and OASA policies and bylaws.
- Responsible for all processing of referee reports, such as reading, coping, filing, conveying to the appropriate league, and notifying the appropriate entity of items needing possible judicial action.
- Responsible for OASA Database management, ensuring that files are kept up to date, accurate, secure and distributed as needed.
- Assist in setting up meetings and special events, attend events as requested, and provide Operations Director with support as needed.
- Assist with and suggest sponsorship, fund-raising and league affiliation opportunities for OASA in consultation with the Operations Director and Executive Committee.
- Produce OASA player id cards as needed.
- Accurately complete all paperwork.
- Data entry.
- Filing.
- Answer phones and provide accurate information.
- Assist with keeping all policies and procedures up-to-date.
- Assist customers as needed.
- Other duties as assigned.

Supervisory Responsibilities:

- Assists Operations Director in supervising office assistants.

Qualifications:

- College graduate.
- Demonstrated outstanding customer service orientation.
- Excellent oral and written communication skills
- Experience with Computers, MS office expertise desirable.
- Ability to speak Spanish a plus.
- Experience producing material for print or web publication.
- Proven ability to deal with changing environment, including creative thinking.
- History of fund-raising, sponsorship procurement, grant writing, etc. a major plus.

Work Environment:

- Generally work will be performed in the OASA office, duties will require outside work from time-to-time; travel, including overnight travel may occasionally be required.

Revised: October 25, 2009



Oregon Adult Soccer Association

Job description Office Assistant

Part-time

Non-exempt

Starting rate of pay: \$10.00 per hour

Summary:

- Provides excellent service to OASA's customers.

Duties & Responsibilities:

- Produce OASA player id cards as needed.
- Accurately complete all paperwork.
- Data entry.
- Filing.
- Answer phones and provide accurate information.
- Assist at competitions.
- Assist customers with paperwork as needed.
- Answer mail.
- Other duties as assigned.

Supervisory Responsibilities:

- None.

Qualifications:

- High school diploma or equivalent.
- Customer service experience.
- Computer experience, word processing and data entry.
- Must be able to work without supervision.
- Ability to speak Spanish a plus.

Work Environment:

- Work will generally take place at the OASA office, customer service is the most important duty. Reports to Office Manager, Operations Director.