

MSYSA PROGRAMS ADMINISTRATOR



PURPOSE OF THE POSITION

The Program Administrator is responsible for administering programs for the Maryland State Youth Soccer Association (MSYSA) in a positive manner.

SCOPE

The Program Administrator reports directly to the Executive Director and is responsible for administering and evaluating programs in response to the identified needs of the Maryland State Youth Soccer Association membership.

RESPONSIBILITIES

- 1.) Maintain regularly scheduled, full time (40 hr) office hours
 - a.) Main Activities
 - State level Olympic Development Program
 - MSYSA affiliated tournaments
 - Maryland Soccer Workshop
 - TOP Soccer
 - Soccer Across America
 - Coordinate all apparel and equipment orders from vendors
 - Website maintenance

- 2.) Research and Develop Programs
 - Review existing programs
 - Adapt existing programs as required
 - Research new programs
 - Design program and event components
 - Make recommendations about adapting programs to meet unique needs

3.) Administer Programs

- Prepare and distribute program information and opportunities
- Identify potential funding sources
- Assist with proposal preparations
- Monitor that proposal requirements are being met
- Monitor budgets
- Participate on intra-agency and community committees
- Maintain portion of MSYSA website that are applicable to Program Administrator

4.) Support

- Provide support and assistance to Executive Board, MSYSA Committee Chairs and Program officials
- Assist MSYSA Director of Coaching as needed
- Support other office personnel with general office functions and member services, including response to member requests and inquiries

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ Familiarity and experience with the game of soccer and youth soccer programs
- ✓ Experience in coordinating and staging sports activities, events and programs

Skills

The incumbent must demonstrate the following skills:

- ✓ Ability to administer programs and initiatives
- ✓ Team building skills
- ✓ Analytical and problem solving skills
- ✓ Decision making skills

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- ✓ Effective verbal, presentation and listening communication skills
- ✓ Effective written communications skills
- ✓ Computer skills
- ✓ Stress management skills
- ✓ Time management skills
- ✓ Quick learner
- ✓ Independent worker

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ Be honest and trustworthy
- ✓ Be respectful
- ✓ Possess cultural awareness and sensitivity
- ✓ Be flexible
- ✓ Demonstrate sound work ethics
- ✓ Willingness to take new responsibilities

CERTIFICATION

Employee Signature

Date

I certify that I have read and understand the responsibilities assigned to this position.

Executive Director

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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