



MARIN FC • Role Description and Compensation Package

Director of Club Operations

Administrative Staff

Salary

Base Starting: \$40,000 - depending upon qualifications and any negotiated expectations

Raises: Maximum of 2.5% per year based upon BOD review and approval

Bonuses: Maximum of 10% per year based upon BOD review and approval

Term: at will

Qualifications

Licensure: None

Degree: Minimum Bachelor's degree

Experience: Minimum 3 years in sports club administration

Qualities: Technically proficient, high organization aptitude, high management and interpersonal skills and demeanor

Role Responsibilities

Administrative:

1. Act as primary administrator of the club as arises
2. Serve as interface with third parties, eg. facilities, municipalities
3. Coordinate weekly with the Technical Director, Director of Operations, and Board President
4. Document club mechanisms and procedures of the EDCO role
5. Attend all monthly BOD meetings

Managerial:

1. Plan for and reserve meeting or event venues
2. Organize and publish bi-monthly newsletter
3. Organize and distribute club equipment, including approvals and purchasing
4. Organize and manage administrative aspects of tryouts
5. Organize and manage club programs and events, including fundraising or spirit events
6. Organize and facilitate various club protocols, eg. yearly concussion education for coaches
7. Manage field set ups, lining and re-lining, and general maintenance as needed
8. Manage 'admin' email account for club including general information requests
9. Assist yearly in the organization and education of team managers and treasurers

Field:

1. Observe and monitor club operations
2. Maintain 'on-call' capabilities for scheduling or other short notice needs

Demand Expectation Estimate

Administrative: 6 - 10 hours weekly

Managerial: 6 - 10 hours weekly depending on time of year

Field: 4 - 8 hours weekly

Range Total: approx. 24 hours weekly

Restrictions

1. May not coach a team, camp or specialist program
2. Any conflict that would inhibit or prohibit responsibilities enumerated above.