



## Job Announcement – Far Post Indoor League Manager

Far Post Soccer Club has a position opening for an Indoor League Manager starting September 1, 2010. This is a part-time position with work obligations from September through April. Requirements include:

- ✓ Previous administrative experience in office environment.
- ✓ Sales experience desired.
- ✓ Experience with Microsoft Office required.
- ✓ Attention to detail.
- ✓ Ability to work flexible hours.
- ✓ Strong customer service/communication skills essential.
- ✓ Proven ability to use scheduling software program.
- ✓ Experience in club soccer and soccer in general desired.
- ✓ Experience in non-profit, special event planning and/or sales desired.

A copy of the complete job description can be obtained by e-mailing Jared Cadwell ([jared@farpostsoccerclub.com](mailto:jared@farpostsoccerclub.com)). Interested individuals should send a resume and two (2) work references with contact information to:

Far Post Soccer Club  
c/o Jared Cadwell  
P.O. Box 5575  
Essex Junction, VT 05453

### Job Description

- Promote the league and recruit teams to play in our indoor soccer leagues
- Handle team registrations, player registrations and paperwork process
- Coordinate league schedules on the website
- Help manage the field and equipment maintenance (goals, scoreboards, banners, netting systems)
- Manage the T-shirt inventory and assign and distribute T-shirts to league teams
- Manage the supplies for first aid kits, pinnies, Futsal balls
- Manage and maintain league database
- Coordinate the set up and breakdown of the facility before and after the black-out dates
- Oversee regular communication and public relations with league
- Work with referee coordinator to assure all games are covered with certified referees
- Coordinate schedules for rentals, tournaments and other special functions
- Manage and coordinate staff for leagues

**P.O. Box 5575, Essex Junction, VT 05453**  
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