

CSRP Operations Manager – Job Description

Summary/Objective

The Connecticut State Referee Program (CSRP) is organized to manage soccer referee education, training, and development activities in the state of Connecticut under authority of US Soccer. The Operations Manager is the liaison between the State Referee Committee (SRC), its membership and the sponsoring youth and adult soccer programs in the state. The Operations Manager is appointed by CSRP's board of directors and manages the administrative and fiscal affairs of the corporation

Essential Functions

Program Services

✓ Recruitment

- Design, implement & manage activities to attract new referees
- Identify and develop avenues of recruitment through sponsoring youth and adult membership organizations
- Set and meet annual goals for new referee admittance

✓ Education and Development

- Support the members of the State Referee Committee and their technical support staff ("Technical Staff") in managing all education and coaching programs in the state
- Maintain all required programs required for licensing and registration of referees
- Assist Technical Staff in the recruitment, certification, and training of referee instructors
- Manage education materials to be available to all instructors
- Support the Technical Staff in managing all referee coaching programs in the state
- Maintain all required programs required for coaching, mentoring and advancement of referees
- Assist the Technical Staff in the recruitment, training and licensing of referee mentors and referee coaches
- Coordinate the availability and distribution of education to all referees, mentors, and referee coaches

Administrative Services

✓ Program Administration

- Act as liaison between US Soccer, SRC, CSRP Board and sponsoring youth and adult soccer programs in the state
- Manage the CSRP office ensuring required services are in place for all program and administrative activities
- Engage with 3rd parties for all required facilities, materials, and communication services to maintain program and administrative activities
- Ensure compliance with all requirements of US Soccer, sponsoring organizations and state and local municipal authorities
- Maintain adequate records to support programs and compliance

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Administrative Services (continued)

- ✓ **Board Relations**
 - Support members of CSRP Board of Directors to ensure required activities are in place and maintained as current
 - Support individual board member needs to fulfill required duties
- ✓ **Fiscal Duties**
 - Support Treasurer in maintaining fiscal controls adequate to CSRP's needs
 - Preparation and approval of annual budget
 - Preparation of periodic financial reports
 - Monitoring controls and reporting of all revenues
 - Approval and payment of CSRP expenses

Essential Job Skill Requirements

- ✓ Effective and Efficient Communication Skills
- ✓ Effective and Efficient Time Management
- ✓ Average Computer Skills, including SMS Messaging, Email, Microsoft Office
- ✓ Ability to work independently
- ✓ Comfortable presenting to and leading large groups of people

Preferred Qualifications

- ✓ Having attained National or Regional Referee, or equivalent experience
- ✓ Teaching or Educational Development Background
- ✓ Marketing Experience
- ✓ Early evening availability

Work Environment

- ✓ Virtual Working Space in addition to State Office
- ✓ Flexible hours

This is a fulltime salaried position. Compensation is commensurate with experience.