



Director of Operations

Position Overview

The Director of Operations is responsible for overseeing and coordinating all operational aspects of Marin FC, ensuring smooth execution of club programs, events, and administrative functions throughout the year. This role serves as the backbone of the organization, working closely with the Board of Directors, senior technical staff, back office staff, and parent volunteers to deliver excellence in youth soccer development.

Roles & Responsibilities:

Strategic Coordination

- Manage the club's annual operational calendar and work with sub-groups (BOD, STS, Field Administration) to ensure timely completion of all tasks
- Onboard new Board members to MFC Google Workspace

Tryouts & Team Formation

- Plan and execute club-wide tryouts in May, coordinating with Senior Technical Staff, and Field Scheduler/Field Operations on dates, field needs and logistics (February - May)
- Recruit and train volunteers to staff each tryout day
- Manage tryout registration and attendance systems through Byga platform; print paper rosters for coaches and check-in at each location
- Assign bib numbers to tryout groups and coordinate tryout bib logistics with volunteers
- Assist STS with final roster formation in BYGA and coordinate publication of rosters on website
- Develop and implement promotional campaigns for tryouts across social media and website

Program Development & Management

- Plan and coordinate Spring and Summer Academy programs, including registration and marketing (January)
- Organize Summer Academy dates and manage early registration rollout (late January)
- Plan and coordinate Fall, Winter, Spring and Summer Kinder FC
- Coordinate USL registration, tryouts and game requirements (ball kids, field set up requirements, SafeSport)
- Manage and interface with the Director of Referees to ensure scheduling, execution, and then help with the referee training program.
- Plan and coordinate Goal Keeper program with STS/field scheduler (August camp, session scheduling, team promotion)

Events & Community Engagement

- Assist with organizing annual Gala fundraising event (October)
- Work with STS to coordinate younger division playdate (June)
- Work with STS to support College Showcase event (June)
- Work with Technical Director to host club informational webinar for new and returning members (April)
- Schedule and organize annual Manager's Orientation Meeting (June)
- Work with TD to coordinate Coaches Holiday Party (December)
- Manage Giving Tuesday fundraising appeal (Tuesday following Thanksgiving)
- Work with TD/STS on annual ECNL, NorCal, & USL meetings

Financial Administration

- Support Finance Committee, Treasurer, Bookkeeper, and Registrar/Finance Administration on budget development and monitoring, as needed

Player Development & Club Survey

- Work with Technical Director to coordinate the Individual Development Plan (IDP) process and Coach-Player Evaluations for all players; track timely delivery for bonus decisions
- Coordinate with the Board the distribution of the annual Club survey.

Communications & Marketing

- Assist with gathering content topics and contacts for monthly newsletter and oversee newsletter distribution, in partnership with social media manager (15th of each month)
- Coordinate with volunteer webmaster to manage website updates for tryouts, coaching slate, team rosters, events and other program and club related updates on the website
- Work with social media manager to develop promotional campaigns for key events and weekly deadlines

Fields, Equipment, Uniforms & Logistics

- Forecast and manage equipment and program shirt ordering with Capelli; manage distribution process to coaches
- Maintain inventory log of storage unit; ensure locker is organized
- Coordinate with volunteer uniform coordinator; organize uniform recycle days (June) and distribute to players as necessary
- Work with Director of Field Operations to ensure facility partners are paid, and help coordinate repair and maintenance of facilities

Contract Management

- Work with BOD to review and manage coaching contract process and signature acquisition (May) for all coaches, senior technical staff, and goal keeper coaches
- Work with BOD to review Field Operations, Referee Assignor and Book keeper contracts as necessary; manage signature acquisition (if applicable)
- Work with the Treasurer to distribute 401K documents to new employees and reaffirm continuation in the program annually to all employees.
- Work with the Director of Field Operations to make sure field contracts and insurance requirements are up to date, where applicable.

- Review annual insurance requirements and ensure we meet minimum program requirements. Flag issues and report to the Treasurer/Board as necessary.

Required Qualifications

Education & Experience:

- Bachelor's degree or equivalent work experience
- 1-3 years of experience in operations, program coordination, or administrative roles
- Experience with youth sports organizations, nonprofits, or membership-based organizations a plus, not required
- Interest in soccer or youth sports helpful, but deep soccer knowledge not required

Skills & Competencies:

- Exceptional organizational and project management skills with ability to manage multiple tasks and deadlines
- Comfortable tracking expenses, invoices and forecasting
- Excellent verbal and written communication skills with ability to work with variety of personalities
- Willingness and ability to learn new systems and processes quickly (Byga, GotSport)
- Ability to follow established direction while proactively identifying issues and solutions Strong problem-solving skills and attention to detail
- Proficiency in Google Workspace and content management systems

Personal Attributes:

- Passion for youth sports
- Self-motivated with ability to work independently in a remote office environment
- Flexible and adaptable to changing priorities
- Professional demeanor with strong customer service orientation
- Commitment to the mission and values of Marin FC

Working Conditions

- Full-time position with evening and weekend work required during peak seasons
- Home office-based with fieldwork in Marin County required for equipment distribution, events and tryouts
- Heavy workload periods: March-June (tryouts and team formation), September-October (Gala), December-January (evaluations and planning)
- Summer break typically mid-June through mid-July

Reports To: Board President

Compensation: \$50,000 - \$70,000 *(based on experience)* with bonus opportunities, 401K

Marin FC is an equal opportunity employer committed to building a diverse and inclusive team.