



Program Support Coordinator

Pendleton Youth Soccer Association (PYSA)

Position Type: Part-Time / Seasonal Role

Reports To: This position reports to the applicable Program Directors and operates under the authority of the Board of Directors.

Position Summary

The Program Support Coordinator is an operational support position responsible for assisting with registration, coach compliance, coach onboarding, and communication support for PYSA programs.

This position reports to and works under the direction of the Recreational Director, Recreational Plus Director, Microkicker Director, and Academy Director, as applicable to each program.

Primary Responsibilities:

- Verify coach licensure, certifications, background checks, SafeSport, concussion training, and other required compliance items in GotSport.
- Maintain accurate records of coach requirements and notify the appropriate Director of any missing or expired items.
- Assist Directors in identifying coaching needs for each season and helping locate potential coaches for open teams.
- Support the onboarding process for new coaches by helping communicate required steps, deadlines, and documentation.
- Assist Program Directors with coach-related communication, reminders, scheduling updates, and administrative follow-up.
- Communicate regularly with the appropriate Director regarding coach status, outstanding needs, and compliance concerns.
- Monitor designated registration email accounts and forward or respond to messages as directed by the appropriate Program Director.
- Help unarchive players, update player records, and support family registration needs in PlayMetrics.
- Assist Program Directors with registration questions, roster updates, and player placement information.
- Perform other administrative duties as assigned by the appropriate Program Director or Board of Directors.

Community & Club Engagement

- Serve as a visible and positive leader within the PYSA community by engaging families, encouraging volunteer involvement, and promoting PYSA's mission.
- Assist in the planning and execution of PYSA events, fundraising initiatives, and special programs.
- Support field setup, tear down, and maintenance needs in coordination with the Field Operations Director.

Preferred Qualifications:

- Strong communication and organization skills.
- Ability to maintain confidentiality.
- Familiarity with GotSport and Playmetrics or willingness to learn.
- Ability to follow deadlines and track multiple requirements.
- Commitment to supporting PYSA's coaches, players, and programs.

What We Value

- A growth mindset for players, coaches, and the program.
- A positive, community-oriented approach to youth sports.
- Commitment to providing a fun, developmentally appropriate environment for all players.