



DEVELOPING CHAMPIONS FOR LIFE!

Operations Program Coordinator (Rec and Challenge) - Loudoun Soccer

Position Overview

The Operations Program Coordinator supports the Director of Player Development and the Director of Rec in the strategic planning, execution, and continuous improvement of Loudoun Soccer's Challenge and Rec Programs. This role ensures high-quality programming, operational excellence, and positive experiences for players, families, and volunteer coaches across all supplemental and seasonal activities. The Coordinator plays a key role in logistics, communication, curriculum management, staffing support, and event delivery, contributing directly to the success and growth of the Rec Program and the Challenge pathway.

While supporting both the Director of Rec Operations and the Director of Player Development, The Operations Program Coordinator reports directly to the Director of Player Development.

Key Responsibilities

Program Management & Operations

- Assist the Director of Player Development and Rec Operations with day-to-day oversight and execution of their respective programs.
- Lead planning, coordination, and delivery for all Challenge and Rec programming, ensuring alignment with organizational standards.
- Manage and support supplemental programs including:
 - All Stars
 - Fall Classic
 - Spring Cup
 - Summer Camps
 - Winter Clinics
- Develop and execute program logistics including communication, scheduling, field coordination, and participant experience.

Coach & Staff Support

- Assist in recruiting, scheduling, and evaluating professional trainers assigned to Rec and Challenge programs.



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- Coordinate with the Director of Player Development and the Director of Rec Operations to plan and deliver coach meetings, orientations, and training sessions.
- Prepare seasonal coach packets, equipment, and resources.
- On an as needed basis, this position will attend Challenge and Rec practices and games to support volunteer coaches and ensure program quality.

Curriculum & Player Development

- Collaborate with the Director of Player Development and Technical Staff to review, update, and maintain age-group-specific curriculum.
- Create and distribute curriculum resources and training materials for volunteer coaches.

Administrative & Operational Support

- Set up and manage program registration databases; track registration numbers and identify key trends.
- Implement and maintain game schedules, including timely rescheduling of postponed matches.
- Work with Field & Facilities staff to coordinate practice schedules and ensure fields are secured, prepared, and properly equipped.
- Coordinate with Referee Assignors to ensure game coverage and resolve officiating-related issues.
- Provide technical and office support (phones, network, basic troubleshooting) as needed.
- Serve as a point of contact for parent and coach inquiries.

Event Support

- Support all pre-season and post-season recreational events.
- Assist in club-wide events and initiatives promoting community engagement, development, and program visibility.

Other Duties

- Respond to general information inquiries via phone and email.
- Perform other duties as assigned in support of Loudoun Soccer operations.

Education & Experience Requirements

- Preferred: Bachelor's degree in Sports Management, Business Administration, Marketing, or related field preferred.
- Experience in youth sports programming—preferably soccer—is strongly desired.



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- Experience working with children and/or volunteer management is preferred.
- Strong leadership, communication, and teamwork skills.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- Willingness to work flexible hours, including evenings and weekends, based on program needs.

Benefits Overview:

This position is a full-time Exempt position.

Loudoun Soccer offers a 401K Retirement Match up to \$3,000. Medical, Vision, and Dental Insurance Coverage, paid time off as well as Federal Holidays.