



Challenge Program Coordinator

Help deliver an organized, responsive, and positive soccer experience for players, families, coaches, and staff.

DEPARTMENT	Challenge Program	REPORTS TO	Director of Player Development
STATUS	Full-Time	LOCATION	Loudoun County, Virginia

About the Position

Loudoun Soccer is seeking an organized, service-oriented, and dependable Challenge Program Coordinator to join our Soccer Operations team.

This position plays an important role in the day-to-day operation of the Loudoun Soccer Challenge Program, supporting players, families, coaches, and staff throughout the seasonal cycle. The Coordinator will manage recurring administrative processes for the Challenge Program while also providing administrative and event support for U8 Academy, All-Stars, Fall Classic, Spring Cup, and summer camp registration.

The position is ideal for someone who enjoys working in a fast-paced youth sports environment, is highly organized, communicates well with families and coaches, and can move comfortably between office-based administrative responsibilities and on-field program support. The role is approximately 75 percent administrative and 25 percent on-field program support.

What You Will Do

As Challenge Program Coordinator, you will help ensure our programs are organized, responsive, and ready to deliver a positive experience for our players and families.

- Program Administration and Registration: Manage registration timelines, forms, waitlists, transfers, participant communications, seasonal calendars, records, and program readiness activities.
- Coach and Volunteer Administration: Coordinate coach applications, onboarding, assignments, required documentation, SafeSport compliance, background checks, coach resources, and meeting logistics.
- Scheduling and Team Support: Assist with team formation and maintain player, coach, and team information; process approved training, game, evaluation, and event schedule changes; and communicate updates to families, coaches, referees, and staff.
- Uniforms, Equipment and Inventory: Maintain inventory records and coordinate the preparation, distribution, return, storage, and reconciliation of uniforms, equipment, supplies, and program materials.
- On-Field Program Support: Assist with evaluations, clinics, team activities, and events, including check-in, field setup, equipment, attendance, player flow, and event closeout.



What You Will Do

- Special Programs and Events: Support the planning and administration of U8 Academy, All-Stars, Fall Classic, Spring Cup, and summer camp registration, including schedules, rosters, communications, staffing, equipment, and event checklists.
- Coach and Family Support: Serve as a responsive resource for routine questions from Challenge coaches and families while appropriately escalating technical, placement, safety, or other non-routine matters.
- Process Improvement: Help identify opportunities to improve accuracy, communication, turnaround time, and the overall efficiency of our program operations.

What We Are Looking For

The successful candidate will bring strong organizational skills, attention to detail, excellent follow-through, and a commitment to providing a high level of service to our soccer community.

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- At least two years of experience in program administration, operations, customer service, youth sports, recreation, nonprofit work, or a related environment.
- Strong organizational, written communication, time-management, and problem-solving skills.
- Ability to manage multiple deadlines and priorities during busy seasonal periods.
- Ability to handle confidential information and consistently follow established policies and procedures.
- Proficiency with spreadsheets, shared documents, email, databases, and the ability to learn registration and scheduling platforms.
- Knowledge of youth soccer and volunteer-coach environments is preferred.
- Ability and willingness to support on-field soccer activities and events.

Schedule and Work Environment

This is a full-time position with increased activity during registration periods, coach onboarding, team formation, player evaluations, preseason preparation, and major program events. The position requires occasional evening and weekend availability to support evaluations, meetings, on-field activities, and events.

Why Loudoun Soccer

This position provides an opportunity to become an integral part of one of Loudoun Soccer's core youth programs and work directly with coaches, families, players, and staff to help deliver a well-organized and positive soccer experience.

The Challenge Program Coordinator will have the opportunity to contribute both behind the scenes and on the field while helping improve the systems and processes that support our soccer community.

TO APPLY

Submit a resume and brief cover letter outlining your relevant experience and interest in the Challenge Program Coordinator position.

Developing Players. Building Community. Growing the Game.