



Office Administrator Job Description

Approved by the Board – Dec 27, 2023
Revised and approved on - Oct 14, 2026

East County Revolution Football Club (ECRFC) is looking to recruit an Office Administrator. As the first point of contact for members, players, and visitors, you will play a crucial role in creating a positive and welcoming atmosphere at the club. This position involves handling inquiries, managing on site inventory, and ensuring the smooth operation of club office administration.

Responsibilities are the following:

- **Member Service:**
 - Greet and assist members, players, and visitors in a friendly and professional manner.
 - Respond to inquiries, provide information about club programs, events, and facilities.
 - Handle phone calls, emails, and in-person requests with a member-centric approach.
- **Inventory Management:**
 - Maintain accurate records and inventory of soccer related items.
 - Assist with tracking, unpacking and sorting of supplies delivered to the office.
 - Follow established processes for renting out canopies, loaner uniforms and other club supplies as needed.
- **Skill Center Coordination:**
 - Coordinate and oversee team reservations of skill center and office use.
 - Ensure that reservations are accurately recorded and communicated to relevant staff.
- **Administrative Support:**
 - Assist with general administrative tasks, including maintaining a tidy front desk area and keeping the office and storage area organized and free of clutter.
 - Provide support to other departments as needed.
- **Security and Access Control:**
 - Monitor access to the facility, ensuring only authorized individuals enter.
 - Enforce club policies regarding access and use of facilities.
- **Communication:**
 - Relay important information to club members regarding upcoming events, schedule changes, or other relevant updates.
 - Collaborate with other staff members to ensure effective communication within the club.
- **Program Support:**
 - Provide organizational and administrative support for the Recreational Program to help ensure smooth program operations.
 - Assist with the organization, preparation, distribution, and tracking of recreational player uniforms, coaches' kits, All-Star jerseys, and other program-related apparel and supplies.
 - Help coordinate inventory, sizing, sorting, and distribution of uniforms and equipment to players and coaches as needed.
 - Provide backup support for the Club Scheduler when they are unavailable, assisting with scheduling-related tasks and communications as needed to help maintain continuity of club operations.
 - Assist with other program-related organizational duties and special projects as assigned.

Salary: This is a part-time position, CA. Min. Wage - \$25 per hour.

Availability: 3p to 8p. M-F or Tue - Sat.. No board meeting attendance is required.

Required Qualifications:

1. **Member Service Skills:**
 - Excellent interpersonal and communication skills.
 - Ability to handle challenging situations with a positive attitude.
2. **Organizational Skills:**
 - Strong organizational and multitasking abilities.
 - Attention to detail in managing reservations and inventory records.
3. **Reliability:**
 - Punctual and reliable for scheduled shifts.
4. **Team Player:**
 - Ability to work collaboratively with other club staff members.
5. **Knowledge of Soccer:**
 - Basic understanding of soccer and the club's programs (preferred but not required).
6. **Technology Skills:**
 - Proficiency in using computer systems and emails.
7. **Flexibility:**
 - Ability to work afternoons and evenings. Ability to work weekends on occasion.

Preferred Qualifications:

1. Bilingual: Spanish
2. Office Management/Responsibilities

How to Apply: Interested candidates should submit their resume and cover letter to vicepresident@revolutionfc.org. Please include "Office Administrator" in the subject line.

ECRFC is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.