

Job Title: Competitions Administrator
Organization: Wisconsin Youth Soccer Association
Location: West Allis, WI (Hybrid)
Job Type: Full-Time



About Us

Wisconsin Youth Soccer Association (WYSA) is the governing body for youth soccer in Wisconsin, affiliated with U.S. Youth Soccer and the United States Soccer Federation. Serving 120 member clubs and registering over 50,000 players annually, WYSA is committed to fostering the growth of soccer throughout the state.

Position Overview

WYSA is seeking a highly organized and detail-oriented **Competitions Administrator** to manage and oversee the execution of state-level competitions programs. The ideal candidate will be responsible for ensuring smooth operations, supporting member clubs, and contributing to the overall growth of youth soccer in Wisconsin. This role requires collaboration with internal departments, member clubs, and external stakeholders.

Key Responsibilities

- Manage the administration of WYSA competitions, including Southeast Classic League, SECL Developmental League, Footy Fest and Futsal Festival.
- Oversee marketing, team registration, scheduling, event logistics, roster compliance and on-site event management.
- Work closely with club administrators, coaches, and managers to ensure compliance with competition rules and guidelines.
- Serve as the main point of contact for WYSA Tournament Sanctioning.
- Develop program budgets. Manage program operations in accordance with budget projections and conduct monthly review of financial statements to track program performance.
- Provide administrative support for other WYSA competitions as needed.

Qualifications

- Bachelor's degree in sports management, business administration, or a related field.
- Experience in sports administration, event management, or a similar role, preferably in soccer.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple tasks in a fast-paced environment.
- Proficiency in Microsoft Office Suite and sports management software.
- Willingness to work evenings and weekends as needed.
- Familiarity with youth soccer organizations, including US Youth Soccer, is a plus.
- Passion for the game of soccer and commitment to youth sports development.

Why Join WYSA?

- Play a key role in the growth and development of youth soccer across Wisconsin.
- Join a passionate and collaborative team dedicated to making soccer accessible to all.
- Opportunities for professional growth and development within the organization.
- Competitive salary and benefits package, including health insurance, paid time off, and retirement plan.

How to Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to phodgins@wiyouthsoccer.com with the subject line "Competitions Administrator Application – [Your Name]." Applications will be reviewed on a rolling basis until the position is filled.

WYSA is an equal opportunity employer and encourages candidates from all backgrounds to apply.