

**With the 2021-22 soccer season fast approaching, Iberia Soccer Association (ISA) is looking to fill the position of League Administrator (ISA President). ISA board is willing to enter into a yearly contract, with pay being between \$6,000 - \$10,000, depending on knowledge, experience and level of commitment.**

The League Administrator will be the President of ISA. They shall preside at all meetings. They shall appoint all committees with the approval of the Board. They will also do the following:

- a. Manage, administer and coordinate a youth and/or adult recreational soccer league in accordance with ISA, LSA, USSF and USYS rules and regulations.
- b. Assist all ISA board members in carrying out their duties and responsibilities of managing and operating the soccer league; including administrative duties associated with promotions and public relations, coaches' development and training, player development and camps, tournaments, uniforms, referees, fields, general league operations, website, clerical, mail, telephone and other assistance as deemed necessary.
- c. Oversee scheduling of league matches and field use at the Louisiana PepperPlex in coordination with the Referee Coordinator and President of the Louisiana PepperPlex.
- d. Assist in the administration of public relations and promotional programs.
- e. Liaison between ISA and LSA and/or other soccer clubs in Louisiana, as well as the Iberia Sports Complex Commission.
- f. Attend to all Association correspondence and keep the records of the Association.
- g. Attend or appoint delegates with the approval of the Executive Committee for Louisiana Soccer Association conventions and other relevant meetings.
- h. Submit an annual report on the operations for the Association at the annual meeting and shall submit this report to all member coaches.
- i. Attend a majority of the Saturdays of play for our REC league.
- j. Serve on board of the Iberia Sports Complex Commission (ISCC) upon acceptance of league administrator position and shall attend a majority of ISCC meetings.

- k. Responsible for assisting board members with duties assigned and responsible for duties of any board vacancies or delegating those duties to a willing board member until the vacancies are filled.

**If you are interested in applying for the position, please email [info@iberiasoccer.com](mailto:info@iberiasoccer.com). Please include your name and contact information. Also, any soccer, youth sports, or other volunteer experience you have.**

Thanks.

ISA Board of Directors