



Sacramento United Soccer Club Director of Finance Duty Statement

Position Type: Voluntary (with club perks)

Position Overview

The Director of Finance plays a critical role in managing Sacramento United Soccer Club's financial operations, ensuring transparency and accountability in all financial matters. This volunteer position aligns with the club's mission to foster athletic excellence and community engagement. The role includes overseeing financial records and budgets and reporting to the Board of Directors.

Key Responsibilities

- Manage funds on deposit and maintain accurate financial records.
- Process payroll for club staff.
- Coordinate tax filings with a CPA.
- Process club payments and reconcile bank accounts.
- Create and maintain budgets and financial reports.
- Reconcile cash for events and ensure proper documentation.
- Review and approve expenses in accordance with club policies.
- Assist with travel plan coordination for club activities.
- Attend all Board of Director meetings and provide monthly financial reports.
- Perform other duties as assigned by the Board of Directors.

Skills & Qualifications

- Experience in finance, accounting, or bookkeeping is preferred.
- Familiarity with budgeting and reconciliation processes.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively with board members and staff.

Time Commitment

Approximately 10–15 hours per month, including attendance at monthly board meetings and occasional event support as needed.

Work Location

Primarily remote; occasional in-person meetings at Sacramento United Soccer Club facilities or event locations as required.



Work Environment

This position requires access to a computer and familiarity with financial software tools (e.g., QuickBooks). Volunteers should be comfortable working independently while maintaining regular communication with the Board of Directors.

Club Perks

While this is a voluntary role, the Director of Finance will receive club perks such as:

- Complimentary club merchandise (e.g., jerseys or gear).
- Free admission to club-hosted events and games.
- Opportunities for professional networking within the soccer community.

Legal Compliance Notice (California Law):

This is a voluntary role in compliance with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Secretary Duty Statement

Position Type: Voluntary (with club perks)

Position Overview:

The Secretary will play a vital role in supporting the Sacramento United Soccer Club by maintaining organizational records, assisting with administrative tasks, and ensuring smooth communication within the club. This is a voluntary position, and while there is no monetary compensation, volunteers will enjoy club perks as a token of appreciation for their contribution.

Key Responsibilities:

- Maintain accurate records of Board of Directors meetings, including meeting minutes.
- Create and update jersey rosters for each team.
- Oversee and manage uniform/gear orders for coaches and staff.
- Monitor and respond to jersey request form submissions.
- Add players and jersey numbers to the Kombat system.
- Manage and update the Employee Handbook as needed.
- Monitor and distribute responses from the Club Feedback Form.
- Create and maintain employee folders, including:
 - Employee onboarding checklists.
 - Signed employee contracts.
 - Signed employee handbook acknowledgments.
- Assist in drafting, revising, and maintaining club documents such as policies and procedures.
- Attend all Board of Directors meetings to provide administrative support.
- Be available to assist during club tournaments and events.
- Perform other duties as assigned by the Board or leadership team.

Qualifications:

- Strong organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite or similar software (e.g., Word, Excel).
- Ability to manage multiple tasks efficiently and meet deadlines.
- Excellent written and verbal communication skills.



- Familiarity with youth sports organizations or non-profits is a plus but not required.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

Club Perks:

While this is a voluntary role, the Secretary will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Registrar Duty Statement

Position Type: Voluntary (with club perks)

Position Overview

The Sacramento United Soccer Club's Volunteer Registrar manages player and staff registrations. This individual oversees the registration process, issues player and staff passes, and supports coaches and managers with administrative tasks. The role is voluntary, and club perks are offered as a token of appreciation.

Key Responsibilities

- Register players, coaches, and managers with US Club Soccer using the GotSport system.
- Create and distribute player, coach, and manager passes to team representatives.
- Set up and maintain individual team pages on SportsEngine.
- Add players, coaches, and managers to SportsEngine and GotSport rosters based on information coaches or directors provide.
- Create new teams in GotSport and GotSoccer as needed.
- Process mid-season registrations, including invoicing for new players or changes.
- Assist with mid-season releases and coordinate communication with other clubs for player releases.
- Track training player cards and their usage.
- Serve as the primary point of contact for GotSport system issues.
- Communicate with NorCal Premier Soccer League and US Club Soccer administrators to resolve problems.
- Guide coaches and managers on system processes or deadlines.
- Create invoices in SportsEngine for additional tournaments and track payments.
- Forward NorCal player or coach suspensions to the appropriate team representatives.
- Assist in drafting, maintaining, and updating club policies and procedures.
- Attend all Board of Director meetings to provide updates on registration matters.
- Be available to support club tournaments and events as needed.
- Perform other duties as assigned by the Board of Directors or Club Leadership.

**Qualifications**

- Strong organizational skills with attention to detail.
- Proficiency in using online platforms such as GotSport, GotSoccer, and SportsEngine (training can be provided).
- Excellent communication skills to interact with coaches, managers, league administrators, and other stakeholders.
- Ability to work independently while meeting deadlines.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

Club Perks:

While this is a voluntary role, the Registrar will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Vice President Duty Statement

Position Type: Voluntary (with club perks)

Position Overview

The Vice President supports the President in managing Sac United Soccer Club's strategic and operational functions. This role focuses on organizational leadership, corporate partnerships, vendor coordination, and club advocacy.

Key Responsibilities

Organizational Leadership

- Serve as acting President in the President's absence.
- Assess the club's strategic position and develop plans to enhance regional standing.
- Collaborate with Sacramento entities (e.g., Visit Sacramento, Sacramento Sports Commission) to optimize tournament partnerships.

Corporate Partnerships

- Build and execute a corporate partnership strategy, including pitch decks and asset creation.
- Evaluate potential kit sponsorship value and collaborate with the Board/Soccer Operations to identify marketable opportunities.
- Pitch partnerships with local businesses and manage partner relationships.

Vendor Coordination

- Secure and manage food truck vendors for tournaments (e.g., Capitol Cup, Boo Fest).
- Collect vendor payments post-events and coordinate logistics with the Tournament Director.
- Oversee partnerships with soccer-related vendors (e.g., KIME, Turf Tank, Veo Cameras) to ensure execution and satisfaction.

Marketing & Communication Support

- Assist the President and Director of Membership in:



- Partner integration and branding.
- Club communications, social media, and marketing initiatives.

Community Engagement

- Interface with parents and stakeholders to address club well-being.

Administrative Duties

- Attend all Board of Directors meetings.
- Be available for club tournaments, events, and other duties as assigned.

Qualifications

- Commitment to the club's mission and values.
- Strong organizational, communication, and leadership skills.
- Experience in partnership development, marketing, or event coordination preferred.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 10-15 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

Club Perks:

While this is a voluntary role, the Vice President will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.



Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Director of Membership Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

The Volunteer Director of Membership will oversee membership engagement, digital platforms, and administrative processes to enhance Sac United's community presence. This role ensures seamless communication with members, manages online systems and supports club operations in alignment with California employment and accessibility laws.

Essential Functions

1. Digital Platform Management:

- Maintain and update sacunited.com, including content, registration modules, and user accounts.
- Administer SportsEngine registration pages (opening/closing, revisions) and troubleshoot technical issues.
- Oversee SU's Google Small Business Account, Gmail security settings, and Square Account⁴.

2. Member Communication & Support:

- Compose and distribute emails to members (announcements, programming updates, weather alerts)⁴.
- Respond to member inquiries regarding registrations, website/app access, and policies.
- Train families on SportsEngine platforms and resolve account issues.

3. Brand & Merchandising Strategy:

- Develop and maintain SU's brand identity through merchandise concepts and social media oversight (Facebook/Instagram)⁴.
- Coordinate with Kombat Soccer/Ink for SpiritWear merchandise and manage e-commerce store operations.
- Organize on-site merchandise sales at club events.

4. Administrative & Operational Duties:

- Process registration cancellations, transfers, and refunds⁴.
- Ensure compliance with SU Bylaws, Policies, and procedures.
- Liaise with photographers for team pictures and assist Coaching Directors as needed.
- Attend Board of Directors meetings and club tournaments/functions.

**Qualifications**

- **Experience:** Proficiency in website management (SportsEngine preferred), social media platforms, and Google Workspace tools.
- **Skills:** Strong organizational, communication, and problem-solving abilities.
- **Availability:** Flexibility to attend evening/weekend meetings and events.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

Club Perks:

While this is a voluntary role, the Director of Membership will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Director of Managers Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

To oversee and support team managers in administrative operations, ensuring compliance with club policies and enhancing organizational efficiency. This role directly contributes to the club's mission of fostering youth development through soccer.

Key Responsibilities

1. Team Manager Coordination

- Act as primary liaison between team managers, coaches, and the Board of Directors.
- Ensure proper registration, roster management, and adherence to team commitments.

2. Documentation & Training

- Update and maintain the **Manager Handbook** annually.
- Coordinate and lead **Manager Orientation and Training** sessions (minimum 4 per year).

3. Meetings & Events

- Attend all **Board of Directors meetings** (typically monthly).
- Host **4+ annual meetings** with team managers to provide updates, guidance, and resources.
- Support club tournaments, fundraisers, and special events (e.g., check-in coordination, logistics).

4. Administrative Duties

- Address manager inquiries and resolve issues promptly.
- Perform other duties as assigned by the Board of Directors.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

**Club Perks:**

While this is a voluntary role, the Director of Managers will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Volunteer Coordinator Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

To organize and manage volunteer activities for Sacramento United events, ensuring compliance with club requirements.

Duties & Responsibilities

- Coordinate volunteers for all applicable club events, tournaments, and functions.
- Collaborate with the Tournament Committee to finalize volunteer schedules.
- Publish volunteer schedules via DIBS at least one month before events.
- Communicate volunteer opportunities to club members through newsletters, emails, and other channels.
- Manage work schedules for families receiving fee modifications, ensuring alignment with club policies.
- Prepare and distribute sign-in sheets for events; collect completed sheets post-event for accountability.
- Update volunteer hours in DIBS based on attendance records.
- Generate ad hoc reports for the President/Board as requested.
- Send club-wide reminders about volunteer policies and hour reviews (July, September, and October).
- Submit an annual report to the President/Board identifying families who did not meet volunteer requirements (December/January).
- Respond to inquiries from leadership and families regarding volunteer hours.
- Attend all Tournament Committee meetings.
- Be present at club tournaments and functions as needed.
- Perform other duties as assigned by club leadership.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

**Club Perks:**

While this is a voluntary role, the Volunteer Coordinator will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Event Coordinator Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

The Sacramento United Youth Soccer Club seeks a dedicated volunteer Event Coordinator to support the planning and execution of club events and tournaments. This role assists in volunteer management, resource coordination, and event logistics while fostering community engagement.

Key Responsibilities

- **Volunteer Coordination:**
 - Collaborate with the Volunteer Coordinator to recruit, schedule, and manage volunteers for tournaments, events, and club functions.
 - Assist in creating volunteer schedules and sign-in sheets, ensuring compliance with club requirements.
 - Communicate with families receiving financial aid/fee modifications to coordinate volunteer commitments.
- **Event Logistics:**
 - Work with the Tournament Committee to confirm event schedules and resource needs (e.g., golf carts, security, equipment).
 - Manage ordering and inventory of event resources, ensuring timely delivery and cost-effectiveness.
- **Administrative Duties:**
 - Maintain a master schedule of events, track order completions, and provide ad hoc reports to the President/Board.
 - Submit an annual report to the President/Board identifying families not meeting volunteer requirements (due March).
 - Attend Tournament Committee meetings and respond promptly to event-related inquiries from leadership.
- **Communications:**
 - Assist in drafting club-wide communications to promote volunteer sign-ups and event participation.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

**Work Location:**

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

Club Perks:

While this is a voluntary role, the Event Coordinator will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Alumni Coordinator Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

The Alumni Coordinator is a voluntary role focused on fostering lifelong connections between the club and its alums. This position coordinates alumni-centric events, maintains engagement strategies, and builds a vibrant alum community. The role collaborates with the Events Coordinator and reports to the President/Board, ensuring alignment with the club's mission.

Key Responsibilities:

- **Alumni Engagement:**
 - Develop and maintain a dynamic alum community through social media groups, newsletters, and other platforms.
 - Track alums' progress, achievements, and contact information to ensure ongoing engagement.
 - Collaborate with the Events Coordinator to plan and execute alum events (e.g., reunions and mentorship programs).
- **Event Coordination:**
 - Create and manage a schedule of alum events, including resource lists and logistics.
 - Assist in securing materials, venues, and volunteers for events.
 - Attend club tournaments, functions, and designated meetings (e.g., Tournament Committee).
- **Reporting & Communication:**
 - Submit an annual report to the President/Board outlining alum engagement goals and outcomes.
 - Provide ad hoc updates as leadership requests.
 - Respond promptly to inquiries from the President/Board regarding alum activities.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

**Club Perks:**

While this is a voluntary role, the Alumni Coordinator will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Social Media Coordinator Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

The Sacramento United Youth Soccer Club seeks a creative and organized **Social Media Coordinator** to manage the club's digital presence and engage our community through compelling content. The coordinator will collaborate with the Board of Directors (BOD), coaches, and program directors to develop and execute a social media strategy that aligns with the club's mission and values.

Key Responsibilities

Social Media Strategy & Content Creation

- Develop, implement, and manage a social media strategy to enhance engagement with members, prospective families, and the broader community.
- Generate, edit, and publish daily content (text, images, videos) across official channels (Facebook, Instagram, Twitter/X).
- Create targeted posts responding to club news, events, or community trends, ensuring alignment with organizational goals.
- Design promotional content for new programs, events, and campaigns to drive participation and awareness.

Collaboration & Communication

- Serve as the primary point of contact for social media communications, coordinating with the BOD, President, and program directors.
- Collaborate with coaches and club leadership to produce timely, relevant content (e.g., game highlights, player spotlights, and event announcements).
- Advise leadership on strategic communication practices to mitigate reputational risks and ensure consistent messaging.

Analytics & Optimization

- Define and track key performance indicators (KPIs) to measure campaign success.
- Monitor SEO, user engagement, and online feedback to optimize content.
- Stay updated on social media trends, tools, and best practices to maintain a competitive edge.

Community Engagement

- Facilitate online conversations with prospective members and respond to inquiries within 72 hours.



- Foster relationships with industry professionals, influencers, and community partners to expand the club's reach.

Additional Duties

- Attend board meetings and club events as needed.
- Perform other tasks as assigned by the BOD or President.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

Club Perks:

While this is a voluntary role, the Social Media Coordinator will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



Sacramento United Soccer Club Admin Duty Statement

Position Type: Voluntary Role with Club Perks

Position Overview

The Sacramento United Youth Soccer Club seeks a dedicated **Administrative Volunteer** to support operational efficiency and ensure compliance with league requirements. This role focuses on managing digital platforms, coordinating registrations, and liaising between coaches, staff, and governing bodies.

Key Responsibilities

- **Registration & System Management:**
 - Maintain player/staff passes and US Club Soccer registrations.
 - Set up and managed team pages on SportsEngine, GotSport, and GotSoccer, ensuring accurate rosters.
 - Process mid-season registrations and invoicing for additional tournaments.
 - Resolve technical issues with GotSport/GotSoccer systems and liaise with NorCal/US Club Soccer administrators.
- **Communication & Support:**
 - Advise coaches/managers on deadlines, policies, and procedures.
 - Respond to system/process inquiries and provide troubleshooting assistance.
 - Collaborate on drafting, updating, and maintaining club policies.
- **Event Participation:**
 - Attend all Board of Directors meetings and club tournaments/functions.
 - Perform additional duties as assigned to support club operations.

Volunteer Requirements

- Proficiency with SportsEngine, GotSport, or similar platforms (training provided).
- Strong organizational, communication, and problem-solving skills.
- Availability for meetings, tournaments, and occasional weekend events.

Time Commitment:

This role requires attendance at all Board of Directors meetings, availability during club tournaments/functions, and an estimated commitment of 5–10 hours per week for administrative tasks (flexible based on workload).

Work Location:

The position is primarily remote but requires attendance at in-person meetings, tournaments, or events held in Sacramento or nearby areas as needed.

**Club Perks:**

While this is a voluntary role, the Admin will receive the following benefits:

- Access to exclusive club events and activities.
- Complimentary club merchandise (e.g., jerseys, gear).
- Recognition for contributions at club gatherings or on social media platforms.

Legal Compliance Notice (California Law):

This voluntary role complies with California labor laws (California Labor Code §1720.4). Volunteers are not considered employees and will not receive monetary compensation; however, reasonable non-monetary perks are provided without replacing compensation expectations. Volunteers are protected under California laws from discrimination, harassment, or retaliation while performing their duties.

If you are passionate about youth sports and want to contribute your skills to Sacramento United Soccer Club's mission, we encourage you to apply!



**Sacramento United Soccer Club
Executive Assistant Duty Statement
Paid Position \$20-25 per hour**

Proposed New Position

Position Overview

Sacramento United Soccer Club seeks a proactive and detail-oriented **Executive Assistant** to support office administration, financial aid coordination, and human resources. This role is critical to ensuring smooth operations, equitable access to our programs, and compliance with employment laws. The position offers **\$20–25 per hour**, with a flexible schedule of **4 hours per day, 3 days per week** during standard business hours.

Key Responsibilities

Office Operations

- Maintain office availability during regular business hours to manage deliveries, mail distribution, and administrative tasks.
- Sort and distribute incoming/outgoing mail and packages.
- Assist with general office organization and clerical duties.

Financial Aid Program Management

- As the primary coordinator for all financial aid (FA) requests, including application review, approval/denial decisions, and follow-up communications.
- Act as a liaison between parents, the Technical Director, and the President to resolve FA-related inquiries or financial issues.
- Collaborate with leadership to ensure equitable processing of FA applications in alignment with the club's mission.

Human Resources Support

- Maintain confidential employee records, ensuring compliance with California Labor Code § 2810.5 (wage and hour documentation) and federal standards.
- Assist with HR tasks such as onboarding, policy updates, and compliance with anti-discrimination laws under the California Fair Employment and Housing Act (FEHA).



Qualifications

- **Availability:** Must commit to **12 hours weekly** (minimum 4 hours/day, 3 days/week) during business hours.
- **Experience:** 1+ years in administrative, financial aid, or HR roles preferred.
- **Skills:**
 - Strong interpersonal and communication skills for interacting with families, staff, and leadership.
 - Organizational proficiency to manage competing priorities (e.g., FA applications, mail logistics).
 - Basic understanding of California employment laws, including wage transparency and workplace protections.

Legal & Compliance Details

Sacramento United Soccer Club is committed to upholding all applicable employment laws and fostering an inclusive workplace. As an equal opportunity employer, the club prohibits discrimination based on race, religion, gender, disability, or any other protected category under the California Fair Employment and Housing Act (FEHA) and federal law. In compliance with California's pay transparency requirements (Labor Code § 432.3), the disclosed salary range of \$20–25 per hour reflects the position's compensation parameters. Additionally, any pre-employment background checks will adhere to California's "ban the box" law (AB 1008), meaning inquiries into criminal history will occur only after a conditional job offer is extended. These practices align with Sacramento United's dedication to equity, transparency, and legal compliance in all hiring processes.

Physical Requirements

Ability to lift packages/mail up to 25 lbs and perform light clerical tasks.

How to Apply

Submit a resume and brief cover letter highlighting your administrative or HR experience to [email/contact info].

Sacramento United Soccer Club is committed to fostering an inclusive environment and complies with all applicable California and federal employment laws, including the Fair Labor Standards Act (FLSA) and FEHA.



Note: This role includes paid sick leave as required by California Labor Code § 246 and adheres to federal workplace safety standards.