



Job Title: Recreational Administrator

Location: Largely remote, flexible

Job Type: Part-Time

Reports To: Recreational Director

Overview

Arlington Soccer Association is seeking a responsible, calm, and tech-savvy Recreational Administrator to support our Recreational Director and program during peak seasons (particularly February–March and August–September). This role plays a key part in delivering high-quality service to our players, families, and volunteer coaches, helping to foster a strong sense of community.

The Recreational Administrator will serve as one of the “faces” of Arlington Soccer's recreational program—supporting our mission to offer the best soccer experiences while ensuring families feel welcomed, supported, and informed.

Key Responsibilities

- Respond to parent and coach emails during peak registration periods with patience, professionalism, and kindness.
- Support player registration: troubleshoot issues, manage the database, identify misplaced players, and assist with correct team placement.
- Assign players from the waitlist, both independently and in consultation with Rec Club Managers and families.
- Assist with practice field assignments, gear distribution sign-ups, and other administrative needs.
- Support our community—parents, players, volunteer coaches, and Rec Club Managers—by solving problems and ensuring smooth program operations.

Qualifications

- Bachelor's degree preferred.
- Experience working with the public in a customer service or community-facing role.
- Familiarity with youth soccer programs (Recreational, ADP, or similar) is a plus.
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal skills.
- Ability to work independently and manage shifting priorities during peak periods.
- Comfortable using technology platforms such as Google Workspace, Excel, and soccer registration systems (e.g., Demosphere, PlayMetrics, Sprocket, BYGA etc.).

What We Offer

- Part-time role with flexible hours (approximately 5–15 hours per week, heavier during peak seasons).



- The opportunity to make a meaningful impact in the local soccer community.
- A collaborative, mission-driven work environment.
- Remote work with occasional in-person support as needed.

To Apply

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to: frankdemarco@arlingtonsoccer.com

About Arlington Soccer Association

Arlington Soccer Association is a 501(c)(3) nonprofit youth soccer organization that has served the Arlington, Virginia, community for over 50 years. We provide recreational, developmental, and competitive programming to over 10,000 players annually. Our mission is to offer the best soccer experiences, fostering player and personal growth on and off the field.