# Job Description

## Soccer League Manager Assistant

Do you want to work with the largest soccer league in Nevada? This opportunity is great for anyone interested in growing your network in the sport of soccer and building your skills.

### **Responsibilities:**

* **Data Collection- Ensure that all names and numbers for teams are correct. The same goes for logos and color schemes.**
* **Order Jerseys**: Order jerseys 3 months before the season starts. Double check that there are no mistakes.
* **Equipment Care**: Help maintain and clean beekeeping equipment, ensuring it is in optimal condition for use.
* **Team Management**: Help teams get all the needed information to begin the soccer season with no issues.
* **Follow up with parents:** Receive feedback from parents of players. Make sure their expectations are met.

### **Qualifications:**

* Genuine interest in soccer and sports in general.
* Be able to communicate via phone/text/email to parents.
* Physical fitness to handle soccer equipment.
* Strong attention to detail and commitment to maintaining high-quality standards.
* Excellent communication skills and willingness to engage with parents and players.

### **How to Apply:**

To be considered for this exciting opportunity, please submit your resume!