

President

- Set a leadership tone which supports the objective of the club which is provide competitive boys and girls teams, offered at select and premier levels of play, in a safe and educational environment.
- Chair monthly Board meetings - prepare agenda, clarify business, follow up if not clear where responsibility for action lies.
- Monitor and coordinate all league operational activities with the league board at a high level.
- Chair any executive committees required to address local, league, or state issues.
- Attend monthly MYSL league meetings, MSPSP league meetings (as required), and MSYSA state organization meetings (as required). Ensure appropriate follow up.
- Attend annual township board meeting. Provide status of the club. Renew yearly facility usage agreements.
- Represent club as appropriate with participating leagues, Waterford Township, Waterford School District, vendor contacts, etc.
- Perform necessary red card and other disciplinary actions per league, district, state and other club policies.
- Respond in a timely and appropriate manner to all emails and phone calls received directly from membership or about opportunities with club. Facilitate contact with other members when needed.
- Troubleshoot issues between board members, club members, vendors, league contacts, etc. if necessary.
- Review budget proposals, contractor contracts, and operations of the Club on a regular basis.
- Appoint Committees as appropriate.
- Together with the Board, regularly review Warrior's Goals Vision and Core Values and communicate this to the membership. Periodically review goals and objectives with each director. Publicize and update commitments for each playing division.
- Assign tasks to Board members as required.
- Promote community spirit, good sportsmanship, and fun within and for the league.

Job Type: Part-time (20-40 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Five or more years of youth coaching experience in a competitive athletic program.
- Previous experience as a club board member preferred.
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing coaching staff and support personnel.
 - Experience managing and administering large events and group activities.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and be willing to travel as needed by the demands of the club.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health
- USSF, NSCAA, or equivalent coaching licenses are not required but highly desired.

Voting Board Position: Yes, member of executive board

Vice President

- Act in the absence of the President for any official club related activities.
- Serve, with the President, Treasurer, Secretary, and DOC on the Executive Board.
- Serve as the RISK management coordinator with the MSYSA.
- Serve as the league registrar and coordinate seasonal registration activities in the member leagues.
- Serve as the liaison to the local referee assigner, as well as league and state representatives.
- Support any other committees as requested.
- Assist in the future direction of the club including planning and oversight.
- Perform tasks as requested by the President.
- Attend monthly scheduled board meetings and provide monthly Vice President Board report.

Job Type: Part-time (10-25 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Three or more years of youth coaching experience in a competitive athletic program.
- Previous experience as a club board member preferred.
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
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Voting Board Position: Yes, member of executive board

Secretary

- Assist the President and Board, as needed.
- Reserve suitable meeting locations for meetings.
- Maintain notes of Board and Membership meetings.
- Distribute agenda for each meeting for review by attendees.
- Distribute all special notices for the club.
- Maintain the club social media presence and standards.
- Maintain a current copy of the Club's by-laws.
- Responsible for archives.
- Oversee the annual club banquet scheduling and execution.

Job Type: Part-time (5-10 hours per month, 20 hours per month during peak activities)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Previous experience as a club board member preferred.
- Experience with office productivity tools (i.e. email, MS Word, MS Excel, etc).
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing support personnel.
 - Experience managing and administering large events and group activities.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and evenings.

Required Licenses or Certifications:

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Voting Board Position: Yes, member of executive board

Treasurer

- Maintain club accounting books and records, reconcile bank account(s)
- Issue checks and pay invoices
- Collect club, team, and special event fees.
- Manage surplus funds not used for ongoing operations (investment)
- Periodically provide financial reports to the Board
- Annual tax filings (information returns)
- Manage volunteers to assist with executing these duties (team managers, etc)

Job Type: Part-time (5 - 10 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Three or more years of experience in an accounting-based work program or setting.
- Previous experience as a club board member preferred.
- Demonstrated proficiency with accounting standards and practices.
- Experience with office productivity tools (i.e. email, MS Word, MS Excel, etc).
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing support personnel.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and evenings.

Required Licenses or Certifications:

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Voting Board Position: Yes, member of executive board