



Job Title: Soccer City Assistant
Reporting to: Supervisor and/or Director of Programming
Start Date: Ongoing
Compensation: \$14-\$17 per hour
Type: Part-time. Hours include nights and weekends.

Overview: The Colorado Soccer Foundation is hiring for the position of Soccer City Assistant, a part-time role fulfilling several critical tasks related to daily operations at Soccer City Aurora including front desk and field management during regular hours of operation.

Click [HERE](#) to learn more about the Colorado Soccer Foundation. Click [HERE](#) to learn more about Soccer City Aurora.

Responsibilities include:

- Greet visitors and check-in members as they enter the facility.
- Answer questions regarding memberships and programs; enroll new members using Mindbody software.
- Provide oversight and support of pick up play when fields are busy.
- Supervise the use of soccer fields and enforce the Code of Conduct.
- Assist with booking field reservation requests.
- Handle credit card/cash transactions.
- Answer telephones and direct calls to the appropriate areas.
- Enforce facility rules and policies.
- Resolve customer issues in an effective manner.
- Maintain the cleanliness and appearance of the facility.
- Complete facility opening and closing responsibilities when scheduled.
- Assist with other administrative tasks as needed.

Preferred skills and qualifications: Familiarity with sports facilities operations and youth sports programming, Positive Attitude, Excellent Communication Skills, Ability to Use Microsoft Office and Google Suites, Bilingual or Multilingual, Administrative Experience

How to apply: Send your resume to jobs@coloradosoccerfoundation.org. Include the job title to which you are applying in the subject line. Interviews will be held on an ongoing basis for selected candidates.

The Colorado Soccer Foundation is an equal opportunity employer that prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.