BASC Program Administrator

Broken Arrow Soccer Club | Full-Time Position

Position Summary

The Program Administrator manages player registration, team formation and rosters for all Broken Arrow Soccer Club programs and helps recruit volunteer coaches for Legacy teams. Reports to the Executive Director.

Duties

Registration

- Set up and run Fall and Spring registration in GotSport
- Maintain the master registration spreadsheet
- Apply BASC registration policies (returning players, coach player designations, Rec Select, play-up, secondary and club pass players)
- Manage the Legacy waitlist and add late players through the first week of games
- Set up registration for KICKSTART, U6, TOPSoccer, camps and leagues as assigned
- Clean up GotSport after each registration deadline

Team Formation and Rosters

- Plan and lead team formation each season
- Determine player counts, teams needed and coaches needed for each age group
- Build all Legacy and Express rosters in GotSport Roster Builder
- Handle player passes, roster changes, and club pass (CP) and secondary player adds for Legacy and Express
- Register teams into USYS and US Club registration and league events
- Manage teams in Athlete One
- Confirm eligible players have completed risk management before they are rostered
- Support BASC Express tryout registration
- Prepare league and tournament roster documents as applicable

Coaches

- Recruit volunteer coaches for Legacy teams each season
- Follow up with new coaches until they are registered and cleared
- Confirm eligible players have completed risk management before they are rostered
- Manage Legacy and Express coaches meetings throughout the year, including room reservations, PowerPoint presentations, meals and giveaways

Member Services

- Answer parent and coach registration questions by phone, email and in person
- Manage the registration email inbox
- Help with registration at club events and tournaments as assigned
- Other duties as assigned by the Executive Director

Qualifications

Required

- GotSport experience
- Team formation experience
- Strong organization and attention to detail
- Strong people skills
- Proficient in Excel and Microsoft 365
- Must pass a yearly background check and complete SafeSport training

Preferred

- Youth soccer coach or team manager experience
- Knowledge of OSA and US Youth Soccer & US Club registration rules
- Nonprofit experience

Schedule

- Full-time, in the BASC office
- Monday through Friday, with some evenings and weekends during registration, team formation, coaches meetings, club events and tournaments
- Start date: January 4, 2027

How to Apply

Apply online at https://form.jotform.com/263126978448067

Application deadline: Friday, December 4, 2026