**NPSL COMMISSIONER JOB DESCRIPTION**

The primary responsibility of the league commissioner is to serve as a link between the NPSL board and the coaches, players and parents of the league.

Salary: $25,000

Application Period – April 27 through May 12th

Email Applications to: [info@northpugetsoundleague.org](mailto:info@northpugetsoundleague.org)

◦ Collaborate with the NPSL Board of Directors to update all league standards and rules as necessary.

◦ Review league brackets w/ VP of Competition

◦ Implement and enforce league standards and rules

◦ Sit on the Disciplinary Committee and handle administration duties

◦ Responsible for setting and enforcing league deadlines

◦ Work with BOD to properly vet potential new league members and develop appropriate processes

◦ Be a liaison between the NPSL and WYS, and RCL as needed

◦ Conduct yearly quarterly check-ins with each member club

◦ Foster strong relationships with the diverse communities within the NPSL

◦ Answer questions, phone calls and emails in a timely manner

◦ Update Player Pass procedures (when needed) and approve passes weekly

◦ Facilitate and finalize Coach Education opportunities for NPSL coaches.

◦ Conduct quarterly DOC calls or in person meetings with club leaders.

◦ Attend all Board meetings, being prepared to discuss successes and challenges of the league throughout the season.

◦ Be a liaison with the referees

◦ Trophy/medal ordering and delivery to clubs

◦ Oversee marketing and promotional activities of the league

* *Provide Social Media Coordinator w/ content and approve all posts*
* *Support and Oversee NPSL State Cup tournament to ensure divisions and brackets are like vs like (if applicable)*
* *Oversee outreach programs and manage league sponsored camps and clinics*

**QUALIFICATIONS:**

◦ Minimum 3 years of experience in a leadership position with NPSL or equivalent experience deemed acceptable by the BOD (preferably a DOC position)

◦ Must have strong soccer leadership background and knowledge of the NPSL, RCL and WYS

◦ Must have the ability to work remotely

◦ Must have the ability to work independently and as part of a team

◦ Knowledge of US Youth Soccer programs, policies, procedures and protocol

◦ Must have solid oral and written communication skills

◦ Must have knowledge of customer service standards and procedures

◦ Must be highly organized and able to manage multiple tasks simultaneously

◦ Bilingual (preferred)