



Job Title:	Director of Operations/Head Scheduler	Job Category:	Club Operations/Management
NC Fusion Division:	EAST/WEST/CENTRAL (Club-Wide)	NC Fusion Contact:	Sarah Bridges
Location:	Triad	Travel Required:	None
Level/Salary Range	\$40,000-\$50,000 Full Benefits Package	Position Type:	Full-Time

Position Summary: Oversee and schedule the operations of programs and facilities for NC Fusion.

PRIMARY ROLES and RESPONSIBILITIES

DIRECTOR OF OPERATIONS

- *Oversee all management of the Operations Department (general managers and referee assignor) and ensure alignment with vision/mission of the organization
- *Ensure budget goals are set and achieved in the Operations Department on an annual basis
- *Identification and Management of Key Staff (paid and volunteer) to support facility operations
- *Work closely with the Leadership Team to design and implement strategic initiatives (maintaining prioritization of facility space)

HEAD SCHEDULER for All Facilities affiliated with NC Fusion

- *Oversee, manage, and become the subject matter expert for all software associated with the scheduling of BB&T Sports Park, Bryan Park Soccer Complex and other facilities utilized by NC Fusion and NCYSA
- *Accountable for scheduling of all competitive team games (NC Fusion East, NC Fusion West)
- *Support the Level IV Director in the scheduling of all recreation team games (NC Fusion East, NC Fusion West)
- *Schedule all special events held at NC Fusion facilities (not including Tournament Series game scheduling)
- *Accountable for scheduling of all neutral site games and outside rentals of NC Fusion facilities
- *Direct oversight of the Facility Managers to ensure that fields/facilities are prepared weekly for all scheduled events
- *Oversee daily weather decisions and communications
- *Maintain positive relationships with City and School Officials of the Triad to ensure continued use of varied facilities
- Work directly and communicate with the city/county officials at appropriate facilities
- Work directly and communicate with the school system officials at appropriate facilities
- *Communicate schedule or field changes and weather updates with appropriate staff



- *Work directly with referee assignor to cover all scheduled games and communicate about changes
- *Manage all contracts associated with facility events/rentals (exclusion: Tournament Series)
- *Work with bookkeeper to ensure all invoices are sent and payments are collected for facility rentals

EXPERIENCE REQUIRMENTS

Required: +3 years Facility/Personnel Management + Operations/Scheduling Experience
 Preferred: 5 years Facility/Personnel Management + Operations/Scheduling Experience

ADDITIONAL NOTES

Additional Duties assigned by Executive Director as needed by NC Fusion

Direct Reports: GM – Head of Hospitality; Seasonal Workers as determined by Executive Director

Reports to: Executive Director, but works in collaboration with other Team members

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

X

Employee Signature/Date

X

Hiring Manager Signature/Date