

League Administrator – GA Aspire

Contract: Full-Time

Location: Nationwide (Remote)

Compensation: Competitive, based on experience

ABOUT THE ROLE

The **League Administrator** for GA Aspire plays a vital role in ensuring operational excellence across all aspects of league play. This position serves as the **primary point of contact for scheduling and game management**, and is responsible for upholding **game-day standards**, overseeing **scorekeeping**, and resolving **scheduling conflicts** in GotSport.

Success in this role requires strong communication, exceptional organization, and a service-first mindset. The League Administrator works directly with conference leads, club administrators, and Aspire staff to deliver a consistent, professional game-day experience and ensure league operations run smoothly.

KEY RESPONSIBILITIES

- Act as the **primary scheduling contact** for all Aspire league games, managing timelines, field availability, and match confirmations with clubs and conferences.
 - Uphold and enforce **game-day standards and protocols**, ensuring consistent execution across regions.
 - Monitor and manage **score reporting**, including validation and entry of match results in GotSport.
 - Resolve **scheduling conflicts** and reschedules, addressing issues quickly and professionally.
 - Serve as the **first point of contact** for real-time, weekend game-related issues.
 - Build and maintain seasonal **league calendars and master schedules** in collaboration with Aspire leadership.
 - Support clubs and conferences in navigating **GotSport**, providing troubleshooting and guidance as needed.
 - Track and report scheduling trends or repeated issues to identify long-term solutions.
 - Assist with end-of-season review processes and league-wide scheduling audits.
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REQUIRED TOOLS & SYSTEMS PROFICIENCY

Proficiency in the following platforms is **critical** to this role:

- **HubSpot CRM** – for communication tracking, workflows, and club interactions
- **Slack** – for real-time internal team collaboration and communication
- **Asana** – for task management, project timelines, and operational checklists

- **GotSport** – for all scheduling, scorekeeping, and club compliance operations
 - **Google Workspace** (Sheets, Docs, Calendar) – for collaborative documentation and scheduling
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PREFERRED QUALIFICATIONS

- Experience in youth sports administration, ideally within a league or club environment
- Exceptional organizational and time management skills with attention to detail
- Strong written and verbal communication skills
- Ability to work independently while collaborating within a remote team environment
- Availability during weekends and peak league dates to support real-time game-day needs
- Familiarity with referee scheduling, field logistics, and game operations is a plus