



## Scheduler Position Opening

The United Anchorage Youth Soccer League is accepting resumes from qualified soccer professionals who are interested in serving as the UAYSL League Scheduler. The successful applicant will assume scheduling duties for the 2025 Indoor season. Duties will begin with attendance at the 2025 Indoor bracketing meeting on Wednesday, November 6, 2024.

The Scheduler position operations include creating a season's worth of team pairings for games in all age groups, scheduling those games and creating a master schedule within the league's software; GotSport. The Scheduler attends each seasonal bracketing meeting to receive instruction pertaining to the season structure and specific input regarding each age group and its registered teams. A complete listing of all match pairings for the season is to be submitted to the UAYSL Board Representatives within the following week. Once approved, the preliminary schedule is built, using overall league parameters, notes from the bracketing meeting and with consideration of special scheduling requests from individual teams. The full season's schedule is to be finalized no later than two (2) weeks prior to the season start date. The Scheduler will continue to assist with scheduling issues throughout each UAYSL season.

The League Scheduler should have good verbal communication, be able to resolve conflict, have presentation skills, be self-motivated, be able to motivate others, have good listening/comprehension skills, be able to deal with uncertainty, be objective and observe confidentiality expectations. The Scheduler must be proficient with computers and spreadsheets. Past experience with complex logistics-type work and/or sports league scheduling will be considered of great value in the consideration of candidates. A working knowledge of GotSport scheduling software would be ideal.

The UAYSL current, annual seasonal calendar involves two seasons: Summer Outdoor (Late May-early August) with an Optional 4 Game Fall Add-on (mid August-September) and Winter Indoor (January-mid April). Summer Outdoor + Optional Add-on are scheduled as one session. Compensation shall be \$3000 for the Winter Indoor and \$5,250 for the Summer Outdoor & Optional Fall Add-on. Interested candidates should email resume by September 23, 2024 to Sonna Lyle, UAYSL Administrator, at [uaysl.info@yahoo.com](mailto:uaysl.info@yahoo.com)