

Spencer Soccer Club, Inc.

Job Title: Director of Registration	Job Grade: Volunteer
Area: Administration	Reports to: Vice President of Administration
Revision Date: 6/6/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Registration shall be responsible for monitoring, implementation, coordination, and communication of all Spencer Soccer Club registrations and related activities. The Director of Registration is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Registration has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Understand the SportsManager software program and its full functionality
- Maintain current knowledge of league rules, regulations, and policies surrounding registration requirements and deadlines
- Act as point of contact with Spencer Soccer Club members for all registration related questions
- Communicate registration information to the Vice President of Administration and other members of the board when applicable

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Administration

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Administration
- Maintain and update software to reflect accurate and complete registration information, fees, discounts, due dates, and other information
- Manually enter registrations received through the mail
- Produce registration reports during periods of registration and distribute reports through email to coaches indicating players that have yet to register for the subsequent season
- Produce registration reports to share with the Director of Uniforms for uniform sizing and ordering purposes
- Produce registration reports to share with the Vice President of Player and Coach Development for try-outs and assessment purposes
- Communicate and coordinate with the Director of League Representation to ensure deadlines are met for travel team rosters, Mass Tournament of Champions rosters, and all registration submissions

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.