

SOUTH FRASER DISTRICT ASSOCIATION **DISTRICT REGISTRAR JOB DESCRIPTION**



This position suits a candidate who prefers to work from home as an independent contractor and can meet deadlines during peak season.

Qualifications & Job Requirements

- Strong communication, planning and organizational skills.
- Ability to work and thrive within a team environment.
- Ability to manage priorities and achieve goals and targets.
- Passionate, energetic and ability to show initiative and creative thinking.
- Strong proficiency in various platforms and programs MS Excel (intermediate to advance)

Duties and Responsibilities:

- Working under the direction of the Director of Registration and SFDA Board and any other designate deemed relevant under the authority and direction of the Board Chair.
- Must have compatible software with BCSA – currently Microsoft Office [iPad / Apple Products / Software are not compatible].
- District Registration for up to 4 clubs calculated by 10 Clubs divided by formula of # of registrants per registrar from previous year into equal components (to be shuffled annually)
- Send out formatted Excel forms to club registrars to relevant clubs.
- Receive player Lists by division and teams from relevant clubs.
- Verify missing ID numbers and new numbers for U11 and new players.
- Ensure all information is correct. i.e. ID number and birthdate.
- Verify birth date and Legal name from birth certificates for U11 and new players.
- Provide support to club and district registrars where needed.
- Ensure that documents and CRM systems are updated and maintained by deadlines
- Work with other league and club administrators to provide information for scheduling

Please forward resume to Director of Registration Dave McEwan at srysoccer@gmail.com

This job description is not intended to detail and cover all scenarios in a working environment. It is a general overview of the responsibilities.