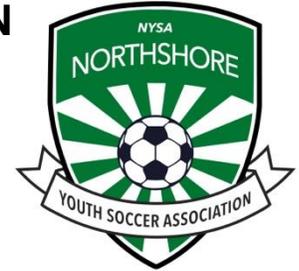


NORTHSHORE YOUTH SOCCER ASSOCIATION



Job Description

Title: Office Administrator – Assistant Registrar

Reports To: NYSA Program Manager

Job Summary:

The Northshore Youth Soccer Association (NYSA) is located in the heart of the Northshore School District, serves over 5,000 players age 5 thru 18, and is one of the oldest and most well-respected youth soccer clubs in Washington Youth Soccer (WYS). NYSA offers three levels of play including programs for recreational players, select soccer through Northshore Select Club (NSC), and high-level premier soccer with Sound FC.

The Assistant Registrar holds an important administrative role in NYSA, including providing oversight and assistance in the following areas:

- Ensuring proper registration for all NYSA teams and players in the Affinity system.
- Assist with player movement to support the associations Three Levels of Play philosophy.
- Helps with NYSA Website to ensure player registration is open and ready to go by established dates.

The Assistant Registrar will report to the NYSA Program Manager yet must also maintain a collaborative working relationship with the entire Board of Directors, Office Staff, vendors, and key staff and volunteers. The Assistant Registrar will be expected to balance the demands of this varied set of relationships.

Essential Job Functions:

The Assistant Registrar is key in providing support to NYSA members, coaches, and the NYSA Board of Directors. To ensure success this position needs to have a strong work ethic and ability to utilize several player registration systems. Ability to problem solve and work through various team placement and scheduling issues a must.

Specific Duties Include:

- Manage program registrations and a point of contact for questions.
- Maintain database of NYSA players utilizing the NYSA website.
- Ensure program registration is ready to go live at appropriate times. Work with the Program Manager and marketing committee to ensure promotion and marketing are simultaneously available.
- Knowledge of NYSA Programs to provide clerical support, administrative support, and the ability to answer members questions.
- Works with NYSA Staff and Website Committee to update the registration portion of the NYSA Website.
- Key user of registration systems and applications (includes, but is not limited to, NYSA website, Sports Engine and Affinity).
- Process refunds and player scholarships.
- Assist with the preparation of team rosters for tournaments.
- Lead the effort for the printing of NYSA player cards.

Qualifications and Experience:

- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills.
- Proficiency in MS Office, Excel, and other computer systems.
- Previous experience working with youth sports or non-profit organization preferred.
- Must have excellent verbal and written communication skills, organization skills, and time management skills.
- Ability to interact productively and positively with coaches, parents, and players.
- Must have good conflict resolution skills.
- Must be able to work flexible schedules including weekends and evenings as needed.

Work Hours:

Average of 20 hours/week in the office (4 or 5 days/week). Hours might increase during registration season (May through August), and decrease during the off-season.

Upon hire, all employees will review their job description with their immediate supervisor. After reviewing, the employee will sign their job description and then receive a copy for their records.

Contact: Carolina Pinzon, NYSA Program Manager: office@northshoresoccer.org