



Job Title: Office Administrator / Part-Time Registrar

Organization: Northshore Youth Soccer Association (NYSA)

Location: Woodinville, WA

Position Type: Part-Time, 20 hours per week, Non-Exempt

Remote vs In Person: Hybrid (50:50)

Salary Range: \$32/hour

Benefits:

Vacation benefit is calculated at 40 hours per year accrued annually on the hire date. NYSA provides 6 hours of Holiday pay for each of 9 holidays. Sick leave is accrued at 1 hour for every 40 hours worked with a max of 40 hours carried over.

About Us:

NYSA is a 501c3 Non-Profit organization dedicated to promoting the growth and development of young athletes through the sport of soccer. Committed to fostering a positive and inclusive environment, we provide opportunities for children of all ages and skill levels to participate in soccer programs, learn valuable life skills, and build lasting friendships.

Position Overview:

Northshore Youth Soccer Association (NYSA) is seeking a dedicated and organized individual to serve as Registrar. The Registrar plays a pivotal role in managing player registrations, ensuring adherence to league guidelines, and maintaining accurate records. This position requires meticulous attention to detail, strong communication skills, and a passion for youth sports.

Key Responsibilities:

Player Registration Management:

- Oversee the entire player registration process, from collecting registration forms to verifying player eligibility and processing payments. (Knowledge of registration platforms such as Sports Connect and TeamSnap is a plus)
- Provide assistance to parents and guardians regarding registration requirements, deadlines, and procedures.
- Maintain a database of registered players, ensuring accuracy and completeness of information.

Compliance and Regulations:

- Ensure compliance with NYSA rules and regulations regarding player eligibility, age groups, and team formations.
- Collaborate with league officials to address any registration-related issues or disputes in a timely manner.
- Stay updated on league policies and communicate changes or updates to relevant stakeholders.

Customer Service:

- Serve as the primary point of contact for inquiries related to player registration, responding promptly and courteously to all inquiries.
- Provide support and guidance to parents, coaches, and volunteers throughout the registration process.
- Handle any registration-related concerns or complaints with professionalism and empathy.

Data Management and Reporting:

- Maintain accurate and up-to-date records of player registration data using NYSA's registration system or database.
- Generate reports on registration statistics, including participant demographics, team rosters, and registration trends.
- Assist in the preparation of registration-related documents for league meetings and presentations.

Collaboration and Teamwork:

- Work closely with other NYSA staff members, including administrators, coaches, and volunteers, to ensure efficient and effective operations.
- Participate in meetings and provide input on ways to improve registration processes and enhance the overall experience for participants and families.

Website Development and Maintenance:

- Design, develop, and maintain NYSA's website to ensure it remains current, visually appealing, and user-friendly using the Sports Connect WYSIWYG (What you see, is what you get) website editor.
- Regularly update website content, including news, announcements, schedules, and registration information.
- Implement improvements and enhancements to the website's layout, navigation, and functionality.

Content Management:

- Create and edit website content, graphics, and multimedia elements using content management systems (CMS) such as WordPress & Canva.
- Ensure that all content is accurate, relevant, and up-to-date, reflecting the latest news, events, and programs offered by NYSA.
- Optimize website content for search engines (SEO) to improve visibility and ranking.

Technical Support and Troubleshooting:

- Provide technical support to website users, including administrators, coaches, parents, and players, resolving any issues or inquiries in a timely manner.
- Monitor website performance, troubleshoot technical problems, and implement solutions to ensure optimal functionality.
- Collaborate with hosting providers and IT professionals to address server-related issues and maintain website security.

Digital Marketing and Promotion:

- Assist in the development and execution of digital marketing strategies to promote NYSA programs, events, and initiatives.
- Integrate social media platforms, email marketing, and other digital channels with the website to maximize outreach and engagement.
- Analyze website traffic and user behavior using analytics tools to identify opportunities for improvement and optimization.

Training and Documentation:

- Provide training and support to NYSA staff and volunteers on website management best practices, including content updates and basic troubleshooting.

- Create documentation and tutorials to guide users in navigating and utilizing website features effectively.

Qualifications:

- Bachelor's degree in sports management, business administration, or a related field preferred.
- Previous experience in sports administration, event management, or customer service is advantageous.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office applications and experience with database management systems.
- Availability to work evenings and weekends during peak registration periods.
- Knowledge of youth soccer leagues and regulations is a plus.

Application Process:

Interested candidates should submit their resume and a cover letter detailing their relevant experience to exec-cmte@northshoresoccer.org & nathan@northshoresoccer.org. Applications will be accepted until May 1st 2024.

NYSA is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.