Registrar and Compliance Coordinator

Club: Washington Rush Soccer Club
Location: Everett, Washington
Reports to: Executive Administrator
Position Type: Part-time, year-round, hourly; hours vary seasonally

Our Club

Washington Rush Soccer Club serves youth players and families through soccer and baseball programs. Our administrative team manages the registration, records, and communication that help players participate and teams operate smoothly throughout the year.

Position Summary

Washington Rush is seeking an organized, dependable Registrar and Compliance Coordinator to manage player registration, official team records, league eligibility, and compliance requirements across our soccer and baseball programs.

Reporting to the Executive Administrator, this position is a key contact for families, coaching directors, team managers, and program leaders. The ideal candidate enjoys detailed administrative work, communicates clearly, and follows through on deadlines while recognizing when an issue requires leadership review.

Essential Duties and Responsibilities

Player Registration and Tryouts

- Build seasons, teams, and registration events in PlayMetrics using leadership-approved agreements, fees, and tryout information.
- Maintain tryout registrations, evaluation sheets, check-in lists, and roster reconciliation; help resolve check-in and walk-up registration issues.
- Coordinate player registration invitations with staff.
- Help families complete registration and required documents.
- Track player additions, drops, and team changes, and provide registration reports.
- Prepare all tryout lists, monitor registrations, and maintain team rosters

League Rosters and Player Eligibility

- Register approved teams for leagues and tournaments, and track entry requirements, deadlines, and fees.
- Set up teams, coaches, managers, and players in applicable platforms, including PlayMetrics, GotSport, Kitman, TeamSnap, Demosphere, and LeagueApps.
- Maintain official player records, photos, age verification, waivers, player cards, and league-specific eligibility documents.
- Track roster deadlines and prepare or approve tournament rosters as authorized, with increased activity during the summer.
- Help managers with roster procedures and tournament waivers.
- Process guest-player registrations and documentation, update eligible rosters, and coordinate related fees.

Coach, Volunteer, and Player Compliance

- Track required background checks, safety training, coach licensing, and league requirements for coaches, managers, treasurers, chaperones, board members, and volunteers.
- Monitor player requirements, including age-based training and league-specific documentation.
- Create or update required platform profiles and coordinate access after applicable clearances are complete.
- Send reminders, maintain completion records, and refer unresolved compliance issues to leadership.
- Coordinate community program coach compliance with program leaders.

Manager Support and Administrative Coordination

- Train team managers on league platforms, player cards, rosters, guest players, and eligibility procedures.
- Contribute registration and compliance guidance
- Share registration and roster changes with relevant staff or managers
- Provide scheduled office coverage for registration questions and agreed-upon administrative backup during staff absences.
- Create and maintain camp, clinic, and community program registrations, interest lists, participant lists, calendar entries, and related communications.
- Maintain written procedures and an annual calendar of registration and compliance deadlines.

Qualifications

- Strong organization, attention to detail, and consistent follow-through.
- Proficient with Google Suite and Microsoft Office.
- Clear, professional communication and a helpful approach with families, coaches, and volunteers.
- Ability to handle confidential personal records and maintain accurate digital files.
- Comfort using spreadsheets and learning multiple registration and league systems.

- Ability to manage competing priorities, work independently, and recognize when leadership approval is needed.
- Availability for required in-person office hours and increased seasonal workloads.

Experience in youth sports registration, league administration, compliance tracking, or similar administrative work is preferred. Familiarity with PlayMetrics or other sports management platforms is helpful.

Bilingual proficiency in English and Spanish is preferred to support communication with Spanish-speaking families.

Work Environment and Schedule

This part-time, year-round position typically requires 15-20 hours per week, increasing to approximately 30 hours during peak periods**,** including tryouts and registration.

The position offers work-from-home flexibility, with a limited number of required in-person office hours each week during the club's 4–7 p.m. office hours. Specific days and hours will be coordinated with the Executive Administrator.

Additional evening or weekend coverage may be required during peak periods and will be arranged in advance.

Compensation

Pay: $25–$30 per hour, depending on relevant experience and qualifications.

Benefits: Paid sick leave in accordance with Washington law. No additional benefits or other compensation are offered.

How to Apply

Send your resume and a brief introduction to **admin@washingtonrush.com** with the subject line **"Registrar and Compliance Coordinator".** Include your relevant experience and availability for in-person office hours and peak seasonal periods.