

## **Job Description: Registrar**

### **Overall Responsibility**

The Executive Committee may hire a Registrar, whose duties shall be to assist the League Officials and Administrators of Mass Soccer in the registration process and passcard renewal.

### **Key Areas of Responsibility**

The Registrar shall possess administrative ability and computer skills, and knowledge of web database systems. As the Registrar may interact frequently with other members of the soccer community, good communication skills are required.

Administrative Roles may include, but are not limited to the following:

- Send reminder notices to the membership, and convey other important information about registration requirements
- Provide assistance with player registration process and collection of fees
- Facilitate passcard distribution, and assist with league rostering systems, including suspended player lists
- Prepare and submit player data to USASA
- May act as Insurance Officer and process certificates of insurance, personal injury and/or liability claims
- Other duties as may be assigned from time to time

### **Consults with**

The Registrar reports directly to the Executive Committee, and shall work in cooperation with the Operations Manager in all aspects of the registration related needs of the State Association.

### **Term**

Following a 90-day trial period, the Registrar shall be hired for a minimum one (1) year contract term and may be rehired.