

Contracted Position – Registrar for Association of Port Coquitlam FC

January 2021

Purpose of Registrar

To get members registered for all programs offered by POCO Soccer and to help Board Members and other Staff members obtain Club information.

The position is a year round job with slow times and busy times (Feb – May, Aug – Oct). Flexibility in time is important.

Job Duties and Tasks

Administrative

- Managing the registration system
- Helping members complete registration, including collecting funds.
- Providing District Team official and Players information

Communication

- Replying by Email or by phone within 24 to 48hours to members
- Assist Coordinators within a reasonable time frame via email, text or phone call.
- Work with Treasurer, Club Administrator and Board Members as required.

Reports to VP Operations and works closely with Club Administrator.

Skills and Abilities

- Use a computer - Word, Excel and Registration system
- Ability to be organized and meet deadlines.
- Be flexible and work under pressure.
- Work independently and cooperatively as a team member.
- Project a professional image of the Club.

Submit resume / interest to info@pocosoccer.com by January 29, 2021