

Lower Columbia Youth Soccer Association Registrar

Lower Columbia Youth Soccer (LCYSA) is seeking a registrar for the fall youth recreation soccer league as well as the league's summer camp, Camp Kick A Lot. The registrar is responsible for the proper registration of all players and coaches within LCYSA. This includes holding some sign-up events and coordinating some publicity. The registrar needs good planning, computer, people and organizational skills. The registrar needs to be able to communicate with a wide range of people. The registrar works from their own home and is paid on a per player basis. Responsibilities include:

- *Coordinating with the online provider to ensure registration dates, fees, player and coach registrations are posted and operating correctly
- *Overseeing the scholarship application process
- *Coordinating coaching workshops and gear distribution with the LCYSA head coach
- *Responding to telephone and email inquiries about youth soccer and requests for assistance with registration and payments
- *Rostering players and coaches to teams and activating them within the computer registration system
- *Working with families, team managers and team coaches to ensure all fees are collected in a timely manner
- *Creating fall season schedules for all player brackets
- *Following up on payment issues
- *Serving on the board of LCYSA
- *Attending training and planning events offered by Oregon Youth Soccer Association (OYSA)
- *Working with coaches and team managers to ensure teams are properly registered and have the materials and information they need for the season
- *Maintaining online records of privacy policies, release forms and player information
- *Coordinating and communicating with all other board members and season volunteers
- *Follows all LCYSA board policies regarding registration payments, discounts and scholarships for qualified players and families