

Waterloo Region Minor Football - Registrar - Job Description

The Waterloo Region Minor Football (WRMF) Registrar is the administrator responsible for collection and storage of player information, as well as monitoring Member in Good Standing status.

The Registrar serves as the first point of contact for communication regarding registration, accounts and refunds.

There will be times throughout the calendar year that the Registrar will experience a large volume of registrations, the Registrar is therefore able to appoint non-voting volunteers to assist with tasks deemed eligible to delegate.

This position has voting privileges and is considered a high risk rated level according to the Volunteer Screening working guidelines.

Roles and Responsibilities

- Coordinate and administer all program player registrations.
- Maintain up to date membership lists of all enrolled players.
- Obtain all coaching staff and manager information for volunteers as part of the National Registry
- Prepare and submit monthly reports to Executive meetings.
- Create and distribute team accessibility pages to current database
- Coordinate with the Treasurer a list of available fees assistance and links for player registrations and communication via various outlets
- Club liaison with funding agencies
- Accept and input any paper-based player registrations received into database
- Work in coordination with the Treasurer to record payments received and communicate outstanding balances.
- Effective communication with Equipment Director to assist in eligibility of equipment loaning and distribution

Experience & Knowledge Requirements

- Administrative experience with an emphasis on sensitivity to various familial needs and financial circumstances.
- Working knowledge of rules and regulations as they pertain to tackle and flag football in Canada and Ontario.
- Pro-active and extensive communication skills.

Other Requirements

- Perform other duties and responsibilities as may from time to time be required by the Board of Directors and vacancies.
- Participate in a rotation of Board representation at home field games.