**JOB DESCRIPTION**

**Title:** Spearfish Soccer Association – Assistant Registrar (Non-Voting Board Position)

**Reports to:** Registrar – Hired by Spearfish Soccer Association Board

**JOB SUMMARY:**

Overall Responsibility – The SSA board may hire an Asisstant Registrar, whose duties shall be to assist the Registrar in the registration process, register teams for tournaments, as well as maintain our coaching database. The primary responsibilities of the assistant registrar will be to maintain our coaching database and register SSA teams for tournaments. They are to assist with aspects of registration, but are not an assistant to the registrar.

Key Areas of Responsibility – The Registrar shall possess administrative ability and computer skills, and knowledge of our registration software, tournament registration processes and database systems. As the assistant registrar may interact frequently with our members of our soccer community, good communication skills are required. They will remember that they represent the board in this capacity and will act accordingly.

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

* Register teams for tournaments
* Set-up and assist in completing the coaches’ registration process
* Send info to the state for our SSA coaches
* Track and update coaches’ information into a database
  + Background Checks
  + SafeSport
  + Certificates
  + Other data as needed by the SDYSA
* Submit reimbursements for classes from coaches to SSA Board
* Assist Registrar with the registration process

**Consults with**

The assistant registrar reports directly to the Spearfish Soccer Board, and shall work in cooperation with them in all aspects of the registration related needs of the Spearfish Soccer Association and the SDYSA.

**TERM**

The assistant registrar position will be an annual contract that is appointed during the AGM (April Meeting) and will be a 1-year contract after agreement by the board. Per our by-laws, it takes a 2/3 vote to appoint the assistant registrar position. This contract will automatically renew, unless a motion is made to replace or a resignation is offered 30 days prior to the AGM (March 1st). The assistant registrar will be paid $2.50 per participant each season (Fall, Winter, Spring). For an idea of total pay per year, last season 23-24, we had a total of 866 participants throughout the 3 seasons, which would equate to an annual gross amount of $2,165.00.