

## Enfield Soccer Club Registration Manager Job Description

- Attend monthly General Board meetings
  - 4<sup>th</sup> Monday each month
- Handle marketing for each season
  - Ads in papers
  - Notices to schools
  - Signs around town
  - Paper forms at libraries/ALAC
- Create/Update registration forms each season
- Coordinate on-line registration and timing with webmaster
- Receive and process paper registrations
  - Check PO Box
  - Enter players as needed
- Plan live registration event
  - Schedule and communicate live event
- Follow up on unpaid accounts
- Monitor waiting lists for all divisions
- Collaborate on planning of divisions/teams with Rec VP
  - Create division spreadsheets and share with DMs weekly, starting 3 weeks prior to season
- Respond to email/phone calls from parents