

# VANCOUVER UNITED FC

Game. Club. Community.

## **Registration Coordinator (Flexible Hours/Location)**

### **About Vancouver United**

VanU is one of the largest soccer clubs in the Lower Mainland with approximately 3000 boys and girls from the ages of three to 17 playing at the U4 to U18 levels. The club also hosts teams for women playing in their respective adult leagues. While most of the players are from the west side of Vancouver, there are many players from throughout the Vancouver area.

### **Position Summary:**

Reporting to Director of Operations, the Registration Coordinator is responsible for providing registration and administrative support to Vancouver United FC. The role offers flexible working hours with a guaranteed minimum of 20 hours per week and will allow the successful candidate to work off site.

Primary responsibilities include managing inquiries, correspondence and communications with players, players, other League Clubs and the governing bodies; overseeing and processing all aspects of new and renewal registrations and associated processes such as criminal record checks, technical training and concussion training certifications and fee payments; and, other related duties as directed by the Director of Operations.

The position works collaboratively within the club with the Communications and Events Coordinator, Operations Coordinator, and the Technical Director. The successful candidate will also work closely with District (VYSA) officials and League (BCCSL) and BC Soccer officials.

### **Scope and Complexity**

The Registration Coordinator interacts with all staff, Committee members, players and parents, volunteers, and members of the public in relation to the Club's mandate and operations. The Registration Coordinator is privy to sensitive and confidential issues. The incumbent works independently and under direction to organize workflow and ensure the delivery of efficient, effective, timely and complete registration and administrative support.

### **Specific Duties/Accountabilities**

The Registration Coordinator is responsible for:

- Managing all aspects of player, team, and team official registration for all club programs;
- Answering communications (written, telephone, and in person);
- Assisting the Communications and Events Coordinator with the acquisition and management of required information (e.g. Criminal Record Checks, Volunteer Coach Training, International Transfer Certificates, etc.);
- Assist club officials and staff in the preparation of reports;
- Create and/or update documents to support consistent procedures and policies;
- Tracking fee payments and related financial information;
- Tracking current status and timelines; identifying outstanding information required, expiry dates and all related details; preparing status reports and action items
- Tracking compliance and timelines for the continuing competency program audit; identifying outstanding information required

- Reviewing, checking, processing, tracking, coordinating and overseeing registration renewals;
- Preparing and distributing registrant related documentation, materials and mail outs;
- Volunteer training as it relates to the delivery of specific registration-related activities and responsibilities;
- Providing support for special projects as assigned; and
- Performing other related duties as assigned or directed.

#### **Preferred Knowledge, Skills and Ability**

- Literacy in database management, excel word processing an advantage (Vancouver United uses Stack Sports and training will provided if required);
- Ability to work occasional additional hours (evenings/weekends) to support Club deliverables such as Jamborees, AGM, and external deadlines related to registration/roster confirmation;
- Ability to work accurately, effectively and efficiently, in a timely manner;
- Ability to balance competing demands and manage numerous projects simultaneously;
- Ability to plan and prioritize work in order to complete processes and meet deadlines;
- Ability to communicate clearly and concisely;
- Ability to work with precision and ensure that work is thorough and complete;
- Strong interpersonal and problem-solving skills;
- Positive attitude towards work, co-workers, registrants, applicants and the public;
- Ability to attend staff meetings at the Vancouver United on an occasional basis and with notice.

#### **Remuneration:**

Based on experience. Remuneration will be discussed with candidates who are interviewed.

Thank you in advance to everyone who applies. We will only be able to respond to those we are contacting for an interview.

Please email your resume with a brief cover letter to VUFC Executive Director Gregor Young ([gregor@vancouverunitedfc.com](mailto:gregor@vancouverunitedfc.com)). Deadline for applications is Friday, July 19.