

NYS Registrar Job Description (Paid Position):  
(as of 3/5/2015)

Duties:

1. Represent Naugatuck Youth Soccer in the community according to the NYS Mission Statement.
2. Attend NYS Meetings:
  - a. Board of Director's meetings.
  - b. Finance Committee meetings
3. Organize and execute player registrations twice per year, including the distribution, in conjunction with the Publicity/Activities Director, of forms:
  - a. to schools,
  - b. to newspapers
  - c. emails to parents
  - d. community signs
4. Design and order registration forms and software changes for player and volunteer registrations
5. Organize and work registration dates for board approval:
  - a. Including walk-in registration sessions
6. Execute assigned duties from the NYS Board of Directors.
7. Maintain a database of player and volunteer information that can be used for future reporting and contact queries. Including
  - a. Email address and other personal information
8. Prepare and submit travel rosters and in-house recreation age groups to CJSA and SCD district:
  - a. Registration information
  - b. Birth certificates
  - c. Background checks
  - d. Player/Volunteer passes

About the Job:

1. This is a three (3) year position.
  - a. New term begins on January 1, 2016
2. This is a NYS Board of Director's appointed position

Compensation:

1. \$ 2,100.00 annually
  - a. Paid in \$ 175.00 monthly increments
2. This is a contractor position
  - a. Will receive a 1099 of earned compensation each tax year.