

Registrar (Full-Time, Remote)

Join a National Youth Soccer League & Help Drive the Game Forward

We are seeking a Full-Time Registrar to oversee all aspects of club, team, and player registration across the league. This position plays a key role in ensuring seamless registration processes, database management, and administrative support for DPL member clubs. The ideal candidate will have extensive knowledge of the youth soccer landscape, including leagues and sanctioning bodies such as USSSA, as well as proficiency in key digital tools used by the league.

Position Overview

- Title: League Registrar
- Reports To: League Development Manager & Board of Directors
- Hours: 40 hours per week
- Compensation: Based on experience.
- Location: Remote
- Schedule: Flexible but must be available during key registration periods and for league meetings.

The League Registrar will manage the league's registration processes, oversee compliance, and serve as the primary contact for club administrators needing support. This role requires advanced knowledge of the U.S. youth soccer landscape, including club structures, league affiliations, and player registration policies. Candidates should also be proficient in Slack, Asana, and HubSpot CRM, which are used for league communications, task management, and member relations.

Key Responsibilities

Registration Management & Compliance

- Administer all club, team, coach, and player registrations within the GotSport system.
- Ensure compliance with league and sanctioning body requirements.
- Process player transfers, club affiliation requests, and roster updates.
- Oversee the production and digital access/distribution of player ID cards and league credentials.

Club & Member Support

- Serve as the primary point of contact for registration inquiries from clubs.
- Provide guidance on league policies, rules, and best practices related to registration.
- Offer training and support for club administrators using GotSport and other registration platforms.
- Assist with tournament roster verification and event-related registration needs.

Data Management & Reporting

- Track and report on registration trends and participation metrics.
- Work with the League Development Manager to improve efficiency in registration processes.
- Assist in marketing and communications efforts related to registration deadlines and procedures.

General Administrative Support

- Utilize Slack, Asana, and HubSpot CRM to manage tasks, track inquiries, and communicate with clubs and league staff.
 - Collaborate with the DPL leadership team to support league initiatives.
 - Assist in the planning and execution of league events and showcases.
 - Attend league meetings as needed to provide registration updates.
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Qualifications & Skills

- Extensive knowledge of the U.S. youth soccer landscape, including league structures, club operations, and sanctioning bodies such as USSSA, US Club Soccer, and U.S. Youth Soccer.
 - Experience in youth sports administration, preferably in a league or club setting.
 - Proficiency with GotSport or similar sports registration platforms.
 - Strong organizational and problem-solving skills.
 - Ability to multi-task and manage deadlines in a fast-paced environment.
 - Proficiency in Slack, Asana, and HubSpot CRM for communication and task management.
 - Strong verbal and written communication skills.
 - Ability to work independently while collaborating with a remote team.
 - Availability for evening/weekend work during peak registration periods.
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Work Schedule & Compensation

- 40 hours per week (flexible schedule).
 - Based on experience.
 - Remote position, but availability for league events and meetings is required.
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