



MARIN FC • Role Description and Compensation Package

Registrar - TBD (accepted TBD)

Administrative Staff

Wage

Base Starting: \$32.50/hr.

Raises: Maximum of 2.5% of the base per year based upon BOD review and approval

Bonuses: Maximum of \$1,000 per year based upon BOD review and approval

Term: 2 years

Qualifications

Licensure: n/a

Degree: Minimum Bachelor's in related field

Experience: Minimum 3 years in administrative staff position

Qualities: Technically proficient with databasing, excel, numbers, csv and website systems. High organization aptitude, management and interpersonal skills and demeanor.

Role Responsibilities

Administrative:

1. Build and maintain relationships with leagues and registration entities
2. Master registration systems and protocols
3. Processes player and staff registration for the club, including internal season registration and securing credentials (cards) with various leagues.
4. Develop an annual calendar of registration needs
5. Assists teams with rostering and league/tournament applications.

Managerial:

1. Assists with maintenance of team rosters and player records in TeamSnap and internal data base.
2. Secure player and staff cards with NorCal/USClub, ECNL, and other league platforms.

Field:

1. None

Demand Expectation Estimate

Administrative: 1 - 4 hours weekly

Managerial: 1 - 2 hours weekly depending on time of year

Field: 0 hours weekly

Range Total: 2 - 6 hours weekly

seasonal expectations are high demand on June/July/August and again in March

Restrictions

1. May coach (if applicable) only 2 MFC teams per annum. Taking up any additional coaching or administrative roles must be approved by the Board.

