

# Role Description | Registrar

The Registrar is a key administrative position within NLBA, responsible for managing our registration system and ensuring a smooth registration process for all families. This role requires strong technical skills and attention to detail, as the Registrar serves as the primary administrator of our registration software.

## Key Responsibilities

1. Registration System Management
  - Administer and maintain the registration software platform
  - Configure and test registration settings before launch
  - Set up registration periods, fee structures, and forms
  - Ensure all waivers and required documentation are properly integrated
  - Troubleshoot technical issues as they arise
2. Registration Process Oversight
  - Prepare and launch registration for different groups (coaches, returning players, new players)
  - Monitor registration progress and division capacities
  - Process late registrations and manage waitlists
  - Handle registration withdrawals and refund requests
  - Ensure accurate collection of fees and deposits
3. Communication and Support
  - Respond to registration-related inquiries from parents
  - Provide technical support for families experiencing registration difficulties
  - Coordinate with the Treasurer regarding payment issues
  - Work with Division Coordinators on team formation needs

## Technical Skills Required

- Strong computer literacy and comfort with technology
- Experience with registration/database software (training provided for our specific platform)
- Proficiency with spreadsheets and data management
- Ability to quickly learn and navigate new software systems

## Additional Qualifications

- Excellent attention to detail and organizational skills
- Strong written communication skills
- Ability to manage multiple tasks and meet deadlines
- Problem-solving mindset

- Responsive to email communications

## Time Commitment

- Heavy workload (10-15 hours/week) during registration period (June-September)
- Moderate time commitment (2-3 hours/week) during the season for ongoing management
- Year-round availability to respond to registration-related inquiries
- Attendance at executive meetings as needed

This volunteer position is ideal for someone who has strong technical abilities, is detail-oriented and well-organized, and can commit to being responsive during key registration periods. The Registrar role is essential to NLBA's operations, ensuring that hundreds of young athletes can participate in our programs each year. While the position requires significant attention during the registration period, the workload becomes more manageable once the season is underway.

If you have the technical skills and organizational ability to take on this important role, please contact us at [admin@northlangleybasketball.ca](mailto:admin@northlangleybasketball.ca) for more information.