



Job title: Registrar

Hours: 10 hours per week in the pre-season

Location: Home

Works closely with: MiniRoos, Female Participation and Competition Teams Coordinators

Purpose of the position

Help all participants and coordinators with the registration process

Key responsibilities & duties

- Set up and manage all team products on PlayFootball
- Liaise with Newcastle Football on issues that come up
- Deal with individual issues that come up
- Handle transfers or de registrations
- Help out on rego day

This role requires a lot of attention in the pre-season but generally very little attention after that.