

Fox Valley Swim Team is seeking a self-motivated person to assume the role of Registrar. FOX is a competitive swim program with 400+ members based in Naperville, IL. This is a year-round position with the bulk of the hours in June/July and February/March. The salary range is 14-18k dependent on experience. Responsibilities include the following:

- Handling the registration process from beginning to end for both the Long and Short Course seasons utilizing the Team Unify platform.
- Working in conjunction with the head coach to create the informational packet twice a year ahead of registration.
- Monitor USA Swim Registrations to ensure all members are registered and communicate with families whose swimmers are not registered.
- Coordinate Swim Evaluations from beginning to end including:
  - Date and location
  - Determining which members require an evaluation and communicate with families
  - Create Evaluation Cards
  - Obtain necessary volunteers and run the evaluations
  - Follow up with the families after evaluations with the results
- Primary Contact through the Website
- All non-finance related Team Unify Administration
- Picture Day Organization

Experience with merging data into Microsoft Word, spreadsheet programs such as Excel and Google sheets, and Team Unify experience is strongly desired.