



## **PART TIME REGISTRAR AND OFFICE ASSISTANT**

New England Swimming

New England Swimming has an opening for an Assistant Registrar/Office Assistant. This is a part-time position with growth potential that is paid hourly. Training will start in the Fall with the expectation that the employee would work independently by March of 2018. Office hours will be expected each week, but much of the work will be done remotely.

Responsibilities include:

- Registering clubs, athletes and non-athletes with USA Swimming/New England Swimming. This position will require an understanding of the policies and procedures set forth by USA Swimming and New England Swimming. Use of the SWIMS database and working knowledge of Team Unify will be essential to the position. Training will be provided.
- Processing meet reconciliation to assist the host team in ensure all participating athletes are registration
- Creating the forms and education materials for Club Registrars at the appropriate times of year.
- Communicating with and educating the Club Registrars on current policy.
- Assisting the office staff with administrative tasks such as ordering and managing awards, creating forms, filing, and light bookkeeping.

Proficiency in Excel, Word and Microsoft Office programs is required. The candidate must be detail oriented, customer service friendly and flexible.

Hourly rate commensurate with experience. Expected hours per week will vary according to the time of year, but estimated to be about 12-15 hours per week on average.