



Middleton United Soccer Club  
8312 Forsythia Street  
Middleton, WI 53562  
608.203.5774  
[www.middletonunited.org](http://www.middletonunited.org)

### **Registrar – Middleton United**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### **Position purpose**

Employee will be responsible for registering players and for keeping official club records. Part-time hours fluctuate throughout the year. Busy times can be as high as 25 hours per week. Slow periods are ~5 hours or less per week. Our main season runs March through October with the busiest months being May, June, and July.

### **Responsibilities/Duties/Functions/Tasks**

- Registering players
- Ensuring proper player documentation
- Speaking with parents in person and over the phone
- Answering questions about scheduling, requirements and payments
- Taking payments
- Following proper procedure and MAYSA guidelines
- Other duties as needed

### **Qualifications**

- High school degree or equivalent
- 18+
- Detail oriented and organized
- 1 year customer service minimum
- Knowledge of Excel and Word
- Preferred experience in data entry, marketing, fundraisers, and social media

### **How to Apply**

All interested applicants should email resume and cover letter to [administrator@middletonunited.org](mailto:administrator@middletonunited.org)

Additional information about Middleton United Soccer Club can be obtained by visiting the following website: [www.middletonunited.org](http://www.middletonunited.org)