



## **SOUTHERN CALIFORNIA YOUTH RUGBY (SCYR) JOB DESCRIPTION: MEMBERSHIP COORDINATOR**

### **Position Description**

SCYR is the governing body for all youth (18 & under) and high school rugby in southern California. With over 5,000 members and 100 clubs & high schools, SCYR is large and growing fast, with significant and increasing member service needs.

The SCYR Membership Coordinator will report to the Executive Director and work under her guidance to manage key tasks in administration and member services, as well as additional special projects as needed. This position is full-time, with 40 or more hours of work per week anticipated

### **Qualifications & Competencies**

The Membership Coordinator must show a demonstrated commitment to the growth and development of the game of rugby in the Southern California, as well as knowledge of, and experience with, youth sports. A Bachelor's degree is required. Four years of work experience, including competence with data management systems and all common software, as well as experience with managing multiple projects simultaneously, is strongly preferred.

Excellent oral & written communication skills must be demonstrable, along with the ability to set and implement a detailed plan and to manage complex logistics. Adaptability and the ability to update priorities as needed are critical traits, as is the ability to collaborate effectively with internal and external stakeholders. The Membership Coordinator will be a key point of contact with SCYR members and other stakeholders and a friendly and positive personality matched with a service-oriented "can-do" outlook is vital to the success and effectiveness of the position.

### **Duties & Responsibilities**

- Manage the athlete registration process, including assisting coaches, administrators and parents with the MatchApt system
- Manage athlete, coach and administrator compliance with SCYR registration, certification, and participation policy requirements
- Support SCYR communication pathways and protocols including website, direct emails, newsletters, social media, etc., to ensure active and participatory engagement with membership and a broader external audience
- Provide logistical planning and support for playoff events and SCYR tournaments (venues, trophies, food, merchandise, setup, etc.) and meetings (Annual Conference, Member Council meetings, etc.)
- Manage the Inbound/Outbound Tour process and assist with SCYR Tournament Sanctioning Process and follow up
- Manage donor acknowledgement/receipt process
- Deliver responsive & professional customer-focused member service at all times
- Assist and support the Executive Director as needed on designated projects

**Hiring is on a rolling basis; send resume & cover letter to  
[jobs@socalyouthrugby.org](mailto:jobs@socalyouthrugby.org)**