



GEOGRAPHICAL UNION ADMINISTRATOR

Summary: Mid-America Rugby Football Union (MARFU), is seeking for a GU Rugby Administrator to join our team and provide professional project administrative support to the GU Executive Board and MARFU.

The GU Administrator will, in collaboration with the MARFU board of directors, create and implement the organization's strategic plan. As the GU Administrator, you will utilize all available resources, including existing personnel, processes and systems that range from the USA Rugby National Office, Club Council, to the individual players with local rugby organizations. In so doing, you will help facilitate and implement programs at the local level, while supporting growth at the Mid-America level.

Date Posted: April 2, 2021

Closing date for applications: May 2, 2021

Supervision: MARFU Exec Board (reports directly to MARFU President)

Location: Within the jurisdiction of the MARFU (Arkansas, Illinois, Kansas, Missouri, Nebraska, Oklahoma, and South Dakota)

Position Location: This position will be remote with various in-person assignments.

Hourly Requirements: 10 -15 hours per week. MARFU will work with you to establish an agreed upon structure of the administrator's schedule. Should you have a preference, please indicate this as part of your application.

Compensation: It will be the requirement of this position to keep a detailed log of hours. This will include specifics of projects worked on, in relation to hours. GU Administrator will be paid an hourly compensation of \$20.00 / hr with an annual cap of \$10,000.00

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizational Administration & Development

- In collaboration with the board of MARFU, you will assist in the creation and implementation of the organizations strategic plan.
- The Admin carries out and maintains operational standards established by the GU board. This may include assisting the Secretary in recording minutes during the Annual General Meeting, committee meetings and disciplinary procedures, coordinating with the Mid America Rugby Referee Society and liaising with other area rugby organizations.
- You will be responsible for the management and operations of GU website and social media accounts

- Ensuring the organizations purpose is conveyed to the public through various media, including but not limited to our website, social media, newsletters, press releases, and emails.

Member Registration, Compliance & Competitions

- Monitor registration (player, teams, coaches, & referees) compliance with USA Rugby
- Facilitate registration of individual members and clubs through the USA Rugby online registration system and database
- Respond to club and individual member inquiries related to registration, competition and eligibility structures and procedures.
- Maintain GU database of members, clubs, coaches, referees and administrators.
- Manage daily operations related to rugby competitions in the GU in collaboration with Division Directors.
- Liaise with relevant GU and National Staff/Committees on competitions-related issues, which includes facilitation of disciplinary reporting and communication of sanctions and eligibility challenges with relevant GU committees and/or USA Rugby staff.
- Liaise with relevant organizations to host regional and national events, including tournaments and championships using volunteers, processes and systems.
- Work with referee society for scheduling, assignments, and reporting.
- You will respond to complaints and conflicts by referring them to appropriate GU Division Directors or Executive Board Members
- Additional duties will be agreed upon by the Administrator and the Board.

QUALIFICATIONS: MARFU is dedicated to providing reasonable accommodations to individuals with disabilities to perform the essential functions. In addition to your exceptional project administration skills, you'll also be a confident communicator who prides yourself on preparing and presenting information to the MARFU board members.

To be successful in this role you will need to have:

- Proven program administration experience
- Experience with Microsoft Word, Excel , Google Docs and PowerPoint
- Confidence with email systems and good working knowledge of internet and other forms of technology, including website management and social media platforms
- The ability to work unsupervised, to use initiative appropriately, and to proactively manage a range of situations.
- Must be comfortable communicating in person, over the phone or by email

EDUCATION and EXPERIENCE:

- High School diploma or equivalent required, college experience or degree beneficial
- Experience in a managerial role within a 501(c)(3) non-profit
- Experience as a rugby coach or match official, of a high school/collegiate/club rugby organization is beneficial
- Fund raising and Grant / sponsorship writing experience is not required but is beneficial.

LEADERSHIP: To perform this job satisfactorily, you must possess the ability to inspire others, and effectively engage and lead volunteers. You will need to earn the respect of others through your actions. You must be able to interact and collaborate with the community, a part of which will include your active and vocal support of MARFU's diverse and inclusive culture.

PRE-EMPLOYMENT BACKGROUND CHECKS AND REFERENCE CHECKS

Position is contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates, as deemed necessary.

Background checks may include:

- Security Verification: validates the applicant's Social Security number, date of birth and former addresses.
- Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- References: calls may be placed to individuals listed as references by the applicant.
- Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- Criminal History: includes review of criminal convictions and probation. The following factors may be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring the applicant would pose an unreasonable risk to MARFU, its members, and other associated parties.

Any offer of employment will be conditional upon the receipt of a background check report that is acceptable and compliant with national, state and local law. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are viewed only by authorized individuals involved in the hiring process. Background checks include obtaining a National Limited Criminal History and may be updated periodically during employment. Applicants have a right to review the results of the background check.

WORK ENVIRONMENT: Your job duties may require you to occasionally be exposed to the environmental conditions associated with traveling as well as outdoor conditions /elements.

SUBMITTING YOUR RESUME

Email resumes to: Sean Cox , President Mid-America GU scotchcox@yahoo.com