



UNITED STATES ORIENTEERING FEDERATION, INC.
PO BOX 505, RIDERWOOD, MD, 21139, USA

January 18, 2015

FOR IMMEDIATE HIRE: EVENT REGISTER ADMINISTRATOR

In 2012, Kent Shaw, in partnership with Orientering USA, formed an online event registration tool for orienteering clubs. Nicknamed "EventReg" this service has been used across the country by OUSA clubs for national, regional and local meets.

After years of service and countless innovations, Kent has decided to step away from EventReg and focus on other parts of life. EventReg will be transferred to OUSA as an intellectual property. We thank him for his service and begin to seek his replacement.

Job title

- Event Register Administrator

Job description

- The Event Register Administrator's job is to support OUSA's initiative to provide online event registration for OUSA clubs and supporting members national (A), regional (B) and local (C) events.

Specific duties

- Support event registrars in configuring EventReg to best meet their needs to manage their events.
- Perform software maintenance in a timely manner.
- Develop and implement new features.
- Record and prioritize enhancement requests.
- Implement enhancements based on priority and need.
- Work with OUSA management to plan and implement new functionality.
- Submit quarterly usage reports and invoices to OUSA management.

Required skills and qualifications

- PHP development experience
- MySQL database experience
- Ability to use API and related applications provided by Z2 Systems NeonCRM

- Software design, development and debugging
- Documentation

Preferred skills

- CodeIgnitor or other PHP framework
- Orienteering knowledge

Time requirements

- Estimated at 10 – 20 hours/ month with higher volume months occurring around national (A) meet registration...usually Spring and Fall.

Reporting structure

- Reports to OUSA Technology Committee

Compensation

- \$1,000 per year management fee + \$0.10 per start for every event which utilizes EventReg

To apply

- Please send a letter of interest and CV to OUSA Executive Glen Schorr at gjs@orienteeringusa.org

Application due date

- February 28, 2015

Questions

- Please email gjs@orienteeringusa.org

Note

- Event Register is the property of Orienteering USA. Any future code improvements and/or changes are the property of OUSA.