



## Volunteer Job Description

### Extra Mile Registration Clerks

#### Summary/Purpose:

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Set-up/Tear-down and organize Registration Booth. Greets the Extra Mile Club Members enthusiastically and triumphantly! Hand out T-shirts and incentives. Prepare funds and transfer funds to Team Registration Lead for bank vault delivery. Track number of participants in teams.

#### Authority / Accountability:

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Team Registration Lead

#### Tasks / Responsibility:

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- Processing of event pre-registrations prior to walk.
- Processing of late Extra Mile Club Members during walk day.
- Tracking of the number of Extra Mile Club Members.
- Provide attendance numbers to Team Registration Lead
- Report to Volunteer Coordinator and Team Registration Lead at the start and end of each volunteer shift.

#### Knowledge, Skills and Attitudes

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##### *Skills:*

Money Processing, Reading, Writing, Critical Thinking, Dexterous, work well with others. Volunteers will be oriented at the start of shift.