



Volunteer Job Description

Individual Registration Clerks

Summary/Purpose:

Set-up/Tear-down and organize Registration Booth. Greets individual participants enthusiastically and hand out T-shirts and incentives. Collect and organize funds during the day of the walk. Prepare funds and transfer funds to Individual Registration Lead for bank vault delivery. Track number of participants in teams.

Authority / Accountability:

Individual Registration Lead

Tasks / Responsibility:

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

Knowledge, Skills and Attitudes

Skills:

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