



Volunteer Job Description

Individual Registration Lead

Summary/Purpose:

Supervise Individual Registration Clerks. Prepare funds and transfer fund to security courier for bank vault delivery. Maintain communication with Walk Consultant by providing attendance numbers.

Authority / Accountability:

Volunteer Coordinator, Banker, Walk Consultant

Tasks / Responsibility:

- Supervise and train Individual Registration Clerks in the:
 - Processing of event pre-registrations prior to walk.
 - Processing of late Individual Registrants during walk day.
- Collect totals of numbers of teams and participants from Individual Registration Clerks.
- Provide attendance numbers to Walk Consultant.
- Prepare funds and transfer fund to security courier for bank vault delivery.
- Report to Volunteer Coordinator 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, Enthusiasm. Volunteers will be oriented at the start of shift.