



Volunteer Job Description

Team Registration Clerks

Summary/Purpose:

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

Authority / Accountability:

Team 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 and teams.
- 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

Skills:

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