



Volunteer Job Description

Team Registration Lead

Summary/Purpose:

Supervise Team Registration Clerks and Extra Mile 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 Team Registration Clerks in the:
 - Processing of event pre-registrations prior to walk.
 - Processing of late Team Registrants during walk day.
- Collect totals of numbers of teams and participants from Team 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.