

Coordinator Role

**Position Title: Registration Coordinator**

Term: 2 years

Reports To: Dir. of Programs or Special Events

Voting Position: No

Supervisory Duties: Yes

Committee Members: No

Board Appointed: Yes

**Description:**

Manage sign-in and on-site registration for all ATDps programming

**Time Commitment:**

4-6 hrs 4 times a year

**Key Competencies:**

Customer Service, Communication

**Primary Responsibilities:**

* Set up registration table at chapter events
* Obtain and print registration list prior to events
* Greet members and answer questions about types of payment accepted, parking, etc. etc.
* Test registration technology to ensure it’s working properly—and have a back-up plan ready to go if it’s not
* Process checks, cash and credit cards correctly and responsibly
* Be able to explain ATD get-in-free policies
* Give out raffle tickets and explain raffle
* Regularly monitor valuables including iPad and peripherals (stylus and case)
* Update electronic registration documents to report attendance; email to Senior Office Administrator along with any registration irregularities
* Package physical payments and mail to PO Box

**Committee Members:**

* Registration team for greeting and accepting payment as desired

**Success Measures:**

* Ensure that there are people to handle registration at every chapter event
* Attendance at all programming tracked accurately and reported promptly (within 24 hours of event end)
* All valuables including cash and technology safely stewarded and returned to ATD

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| **Privileges:**  | **Additional Expectations:** |
| Free attendance at events you run registration | Member of ATD Puget Sound chapter for term |
| Position listed on resume and LinkedIn | Meet success measures listed above |
| Potential for career pathing to other Board roles | Inform Dir. of Events of attendance increases |