



## EAST BAY MEDITATION CENTER

# Volunteer Position Description

## Event Registrar

### Position Overview & Purpose:

The Event Registrar manages registration & waiting lists, communicates by email with registrants and teachers to confirm registrant attendance, send reminders and other communications as necessary during registration process.

### Desired Skills/Experience/Qualifications:

- Highly organized, detail oriented, and efficient
- Considerable experience with EXCEL and WORD
- Available by email (checks email almost every day)
- Personable email communication style
- Comfortable with receiving feedback, and following directions
- Ability to complete work according to fixed deadlines
- Keeps data and personal information confidential

### Tasks

1. Keep a calendar / timeline of deadlines pertaining to the event (dates will be provided by EBMC Contact).
2. Observe confidentiality of information at all times
3. Receive weekly, from the EBMC Contact, EXCEL spreadsheets with registrant data downloaded from the EBMC registration system, and compile that information into a master list (EXCEL spreadsheet.) Closer to the event, registration lists will be sent more frequently.
4. Send personalized confirmations registrants on a weekly basis using EBMC webmail account that will be assigned to you.
5. Track confirmations, cancellations, reminders, and other info via master list.
6. Answer questions from registrants or forward any questions you cannot answer on to EBMC Contact.
7. Send information to the teachers about registrants who are requesting disability accommodations.
8. Compile spreadsheet with the names of registrants who have signed up to volunteer (taken from master list) to volunteer Teacher's Event Assistant.
9. Send reminder email 10 days before an event to all those still registered (send as mass email using bcc).
10. Communicate with people on the waiting list if spaces open up for the event
11. Where appropriate, manage list according to demographics (e.g. certain events have a minimum percentage people of color)
12. Check email frequently during the last 10 days up til the event for cancellations, to add people from waiting list, and general list management. Send master list to EBMC contact a few days before the event

**Time Commitment & Schedule:** 2-4 hours/week (for 6-8 weeks per event); flexible schedule

**Location:** Work can be done from home or anywhere there is an internet connection. Registrar should have access to a computer & internet connection.

**Training Available/Provided:** 1 hour training on registration system. Volunteer should already know how to use Excel.

**Contact:** Sylvia La, Administrative & Volunteer Coordinator,  
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