

## **Volunteer Position Description**

### **Position Title: Event Registrar**

Updated: June 24, 2008

**Position Overview & Purpose:** The Event Registrar communicates by email with event registrants and teachers, to confirm registrant attendance, and recruit volunteers to assist the teacher on the day of the event.

**Desired Skills/Experience/Qualifications:**

- Highly organized, detail oriented, and efficient
- Considerable experience with email
- Considerable experience with EXCEL and WORD.
- Personable email communication style
- Comfortable with receiving feedback, and following directions
- Ability to complete work according to fixed deadlines

**Tasks:**

- Communicate by email with the teacher, and the Center Coordinator to find out if there are any other unique features for this event that the Registrar needs to be aware of.
- Communicate by email with the event teacher, to find out how many volunteers they would like to assist them on the day of the event (for one day events: usually 2-3 volunteers to help with setup, registration and greeting people at the door, plus 1 volunteer to help with breakdown and cleanup; for class series, usually 2 volunteers to help with setup etc., plus 1 volunteer to help with breakdown and cleanup).
- Check in periodically by email with the teacher, and the Center Coordinator, to see if everything is "on track."
- Receive EXCEL spreadsheets with registrant data downloaded every few days from the EBMC Survey Monkey registration system, and compile that information into a master EXCEL spreadsheet.
- With plenty of lead time, send registrants an email confirming their registration, providing them with information about EBMC, and soliciting volunteer assistance to help the teacher with set-up, sign-in, and clean-up tasks.
- Recruit a couple of volunteers more than requested by the teacher, in case one or more cannot show up.
- Send volunteer information (name, email address, phone number, and volunteer task preferences or any limitations: e.g., "I cannot lift chairs or meditation mats" or "I have tendonitis and I cannot do vacuuming") to the teachers, to allow the teachers to directly communicate with the volunteers, including to tell them when to show up.
- Send information to the teachers (compiled from the master EXCEL spreadsheet) about registrants who are requesting disability accommodations, and who have information they want the teachers to know.
- Forward to the teacher, and/or to the Center Coordinator, any questions from registrants that the Registrar does not know how to answer.
- 2 or 3 days before the event, compile registrant names into Sign-In and Sign-Up spreadsheets, to be sent to the teacher.
- Adjust the language of email communications with prospective registrants as directed by the EBMC Center Coordinator.

**Estimated Time Commitment:** 5 hours/week (for 6-8 weeks per event)

**Work Schedule & Arrangements:** Flexible

**Work Location:** The tasks can be performed from the volunteer's home, workplace, or anywhere where they have internet access.

**Training Available/Provided:** Volunteer should be already trained in skills.

**Resources Available:** EBMC will provide the Email account, and the Sign-In Sheet templates to be used.

**Duration:** 6-8 weeks per event.

**EBMC Contact Person(s) and Contact Information:** Mushim Ikeda-Nash, EBMC Center Coordinator, or David Foecke [admin@eastbaymeditation.org](mailto:admin@eastbaymeditation.org) , (510) 428-9198