

# Registration System Assistant

---

## POSITION SUMMARY

Assist the Registration System Supervisor with the successful implementation of the Event Volunteer Registration System. Check picture ID's to ensure accurate data entry into the System.

---

## FIRST VOLUNTEERS

- Demonstrate Gracious Professionalism
- Contribute to creating an exciting, fun, highly-charged environment
- Make a difference in the lives of youths by creating a meaningful, inspirational and educational experience for team members
- Participate in required training offered by *FIRST*, and attend Volunteer Orientation Meeting
- Check-in daily at the Volunteer Registration/Information Table prior to start of shift
- Receive a Volunteer shirt and badge to be worn while participating in an event

---

## POSITION OVERVIEW

- Data entry position, significant level of responsibility to ensure accurate data is entered into the permanent database.
- Networking opportunities

---

## RESPONSIBILITIES

- Have system set up before volunteers start arriving for orientation on Wednesday night and before each day of the event
- Help to keep the equipment secure
- Ensure that all Volunteers register in the system prior to commencing duties
- Ensure that all Volunteers check in daily before commencing duties (typically before breakfast)
- Work through any issues with the system
- Help break down, inventory and pack equipment for transport at the completion of the event

---

## EXPERIENCE AND SKILLS NEEDED

- Data entry
- Knowledge of data systems
- Strong interpersonal, communication
- Ability to collaborate with others
- Ability to move from the Volunteer Registration Area to the Scoring Area
- Ability to work as a member of a team

---

## TIME COMMITMENT

**Commitment:** Minimum Wednesday through Saturday [at event](#)  
**Approximate times:** Wednesday.. 12:00 P.M.- 7 P.M. to check in Volunteers who arrive for Orientation  
Thursday ..... 7:30 A.M.- 5 P.M.  
Friday ..... 7:30 A.M.- 5 P.M.  
Saturday ..... 7:30 A.M.- Until all volunteers are checked in

NOTE: Volunteers should arrive on site approx 30 minutes prior to start of shift if meals are desired

---

## TRAINING

On site training will be provided by the Registration System Supervisor

---

## REPORTING RELATIONSHIPS AND SUPERVISION

Reports to the Registration System Supervisor