

POSITION DESCRIPTION

TITLE: District Training Registrar **FUNCTION:** Training











POSITION REPORTS TO: Training Chair

TERM OF SERVICE: _____ **START DATE:** _____ **END DATE:** _____

POSITION RESPONSIBILITIES:

Manage registration for district sponsored training events (e.g., New Leader Training. Maintain registration and completion records, and provide this information to the Director of each training event, to the District Training Chair, and to the Council Program Director.

PRINCIPAL RESPONSIBILITIES:

-  Coordinate with the director of each district sponsored training event to determine registration details and requirements for the event.
-  Create a database to track these details (usually using Microsoft Access), and post registration information into this database as it becomes available.
-  Determine class size needs based on registration responses, and allocate students to classes when appropriate.
-  Produce student class rosters for instructors when appropriate.
-  Be able to answer people’s registration questions leading up to these events.
-  Manage registration procedures on the day of these events including collecting money and forwarding it for appropriate deposit or disposition.
-  Maintain a backup file of all paper records generated for each event.
-  Receive training results from instructors, and post attendance and completion information into each attendee’s record when the training is completed.
-  Forward registration, attendance, and completion information to the following on completion on the event:
 - The event’s Training Director
 - District Training Chair
 - Council Program Director
-  Maintain this information to be locally available in the event Council does not get the information entered properly in Scoutnet.

POSITION QUALIFICATIONS:

- ? Have an understanding of the Scouting program and its principles and values.
- ? Be able to communicate clearly with a wide range of people.
- ? Be able to use Microsoft Access database program.
- ? Have good organizing and administration skills.
- ? Have an interest in serving the youth of the community.