



PREPARED ESPECIALLY FOR:
FOR THE POSITION OF:

Event Registrar

RESPONSIBLE TO
KEY MEETINGS

Committee Chair
Event Planning Meetings
Event

POSITION CONCEPT:

Responsible to the Chair of the Committee hosting the event. Is responsible for managing the registration and registration related communication and data entry for the event.

REQUIREMENTS

- Registered Scouter 18 years of age or older with current YPT status
- Have a working knowledge or willingness to learn Black Pug Registration Software

PRINCIPAL RESPONSIBILITIES:

1. Work with Staff Advisor to build out Event Registration
2. Oversee event registration
3. Assist staff advisor in answering questions about the event
4. Provide information about registration and event class/session sizes to other committee members
5. Oversee input of event registration and class data into the Black Pug System.
6. Assist Chair in communicating with Scouters and Scouts registered for the event via the Black Pug communication system
7. Follow National and Council budgeting, safety and NCAP standards and regulations