



REGISTRAR

Responsibilities will include the following

- Registrar must possess excellent customer service and interpersonal skills
- Must be able to function in a fast paced environment
- Greeting members/program participants/community constituents in the main office
- Answering questions from members/program participants/community constituents
- Review registration forms
- Process cash, checks and credit card transactions; complete closeouts
- Enter registration and membership information into Rectrack
- Take membership photos
- File registration forms
- Provide coverage for the reception desk as needed
- Enter facility reservations into database
- Assist with mailing to members or staff
- Make copies or scan documents as needed
- Other duties as assigned

This position will require a Saturday (8am to 5pm), Tuesday through Friday (11:45am to 8pm) Hours may be adjusted based on the needs of the agency. Registrar will be made aware of these changes in advance. High School Diploma/GED required. Associate degree preferred but not required.