

Registrar Position Description

Job Summary

Under the supervision of the Director of Field Service, the Registrar is responsible for providing quality support through Registration Services for Aloha Council. The Registrar will provide customer service to volunteers through daily interaction, perform application processing deliverables, and by executing procedures to ensure accuracy and communications.

Essential Functions (Principle responsibilities)

1. Conduct the registration process per BSA guidelines for all Adult Volunteer and Youth applications.
2. Execute the procedure to process and track all incoming Adult Volunteer and Youth applications, Merit Badge Counselor lists as well as the annual Charter Renewal process. Act as the customer service point for volunteer communications with applications and Charter Renewal. Applications to be processed within 3 business days upon receipt of an application.
3. Maintain the Unit and Registration files per BSA guidelines, conducting all filing and transfer of applications appropriately. Maintain a clean and organized work space and filing system daily.
4. Support Field Team operations in the creation and distribution of resources to analyze and track membership, Total Available Youth, Service Area/District/Sub-District specific data, roundtable support and recruitment.
5. Conduct and clear CBC on a weekly basis.

Other Related Activities

1. Serve as the back-up to the Council Eagle Scout processor.
2. Participation in all Council programs as assigned with your visible presence to assist the staff and cultivate volunteers.
3. Complete yearly trainings for yourself focusing on personal development.
4. Work to accomplish yearly SMART goals.

Minimum Qualifications

Proficient in Microsoft Office programs (Word, Excel, PowerPoint, etc.) and web based applications. Must be an approved candidate as determined by the Boy Scouts of America.