

replace with
LOGO

Colorado *Legacy Sports*

Volunteer Description

Registrar

DESCRIPTION

This position is responsible for monitoring registration and producing rosters for all events.

RESPONSIBILITIES

- Create registration links for web-site
- Create Rosters from web-site registration
- Create Activity Release Form for each coach
- Email Rosters to coaches

SUPERVISION

Reports to Athletic Director

OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Communicate with sports coordinators
- Communicate with advertising coordinator
- Cancel season if minimum athletes do not register

QUALIFICATIONS NEEDED

- Knowledge of Excel
- Knowledge or willing to learn Weebly Web-site
- Good communication skills
- Time commitment of 3-4 hours per week the months leading up to season
- Time commitment of 1-2 hours during season