



Job Description Registrar

POSITION: REGISTRAR
CLASSIFICATION: FULL-TIME, NON-EXEMPT
RESPONSIBLE TO: BUSINESS SERVICES DIRECTOR

PURPOSE:

To oversee and maintain all Girl Scouts of Utah registration services, including GSUSA membership, resident camp and events.

JOB ACCOUNTABILITIES:

- Provide excellent customer service by communicating effectively with staff, volunteers and parents regarding membership and events registrations, forms and payments.
- Maintain status as Personify Power User by keeping up with upgrades and communications from GSUSA regarding Personify membership registration process and meetings module.
- Oversee and maintain the membership registration process for girls and adults through managing the data entry process into Personify.
- Implement and maintain a quality control system to ensure the accuracy of membership data in Salesforce and UltraCamp.
- Assist in providing support and training to staff and service unit registrars. Work with the Membership, Program and Communications departments to ensure proper training materials are designed and updated as needed.
- Maintain supply of registration forms and materials from GSUSA.
- Oversee the preparation of early re-registration packets for distribution service units in the spring.
- Oversee and maintain the events and camp registration process through managing the data entry of events and registrations in Personify and maintaining files of registrations and forms.
- Participate as a member of the Business Services team, including attendance at department meetings, assistance with department projects, and being cross-trained to fill in at reception desk, cashiering and other business services positions as needed.
- Cross-train to work in shop as needed.
- Other duties as may be required.

QUALIFICATIONS:

- High school diploma required.
- Minimum two years employed office experience in data entry, word processing, or related fields.

- Demonstrated commitment to quality through the following attributes: excellent oral, written, and interpersonal communication skills; management of multiple priorities, detail-oriented with strong organization skills, and achieving results in partnership with others.
- Demonstrated customer service experience required.
- Proficient in Microsoft Office Suite and database management. Experience with Salesforce preferred.
- Girl Scout knowledge and experience highly recommended and preferred.
- *Must have a reliable vehicle for transportation, current Utah driver's license, and automobile insurance.*
- Understanding of and commitment to pluralism. Willing to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and the ability to work with diverse populations.
- Excellent written communication skills with the ability to edit work for spelling and grammar, and ability to read and interpret written information and numbers.
- Strong organizational skills, detail oriented, high degree of accuracy, and ability to multitask.
- Ability to sit at a workstation for up to 2 hours at a time.
- Ability to lift and transport up to 25 pounds.