**Job Title: Chair, Registration Centre**

**Reports to: Director, Registration and Results**

**Portfolio: Registration and Results**

**Scope of Position**

The Chair, Registration Centre will support the Director by creating, staffing and running the Registration Centre, which would include logistics, volunteers, equipment, and providing solid registration and Games information knowledge.

Term: Sept 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Develop plans for in-person registration, including determining a location for the registration centre in consultation with Facilities and Transportation.
* Establish registration procedures for the registration centre.
* Compile Games information required by participants upon their arrival.
* Set up and dismantle the registration centre.
* Develop related policies and procedures as required for approval.
* Determine facilities, equipment and supplies required and arrange to obtain.
* Develop a detailed committee budget for approval.
* Ensure plans are implemented within the approved Games budget, timeline, policies and procedures.
* Determine number of committee volunteer required. Recruit, register, train, schedule and supervise volunteers.
* Liaise with other committees.
* Coordinate the activities of the committee in cooperation with the Alberta Sport Connection and the Games staff.
* Attend committee meetings as required.
* Prepare a final report.

**Qualifications**

* Be self-motivated and goal oriented.
* Superior communications, interpersonal, writing and organization skills.
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Experience and demonstrated success in organizing committees and volunteers.
* Experience in developing and working with volunteer boards.
* Confident public speaker with the ability to engage donors, volunteers and community organizations.
* Established relationships with Airdrie and area business community an asset.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Ability to work in a loud environment.
* High-stress, fast paced environment.