

Job Title: Assistant Registrar
Position Type: Full-Time
Classification: Non-Exempt
Reports To: Registration & Treasury Team Leader
Location: Marriott Scout Service Center

Position Summary

The Assistant Registrar supports the integrity of membership records and the Scouting America database by reviewing applications, verifying documentation, and entering data accurately. This role requires strong administrative skills, attention to detail and the familiarity with registration procedures. Additional duties include attending meetings, responding to inquiries, and supporting general office operations.

Primary Responsibilities

- Support the registration processes for youth and adult members
- Review and verify membership applications for completeness, fees, and signatures
- Maintain accurate records in the council's registration system in accordance with the Scouting America Registration Guidebook
- Assist with transfers, renewals and position changes
- Ensure compliance with Scouting America's registration policies and internal controls for record retention and document destruction policies
- Generate membership and system reports
- Process cash receipts via POS system and issue field receipts when needed, daily cash deposits
- Reconcile membership batches daily
- Assist with incoming mail and provide receptionist coverage during breaks and PTO

Qualifications

Experience

- Ability to handle confidential information responsibility
- Experience with data entry or administrative systems
- Strong organizational and communication skills

Education

- High school diploma or GED is required
- College course work or an associate's degree is preferred

Skills

- Ability to work independently and collaboratively
- Excellent organizational and multitasking abilities
- Proficiency with online database systems
- Skilled in Microsoft Excel and Word
- Self-motivated and able to plan ahead
- Friendly and customer-service oriented
- Scouting experience or knowledge is a plus

Working Conditions

This position operates in a professional office setting and uses standard office equipment including computers, phones, calculators, and multifunction copiers. Work hours are 8:30am to 5:00pm Monday through Friday. Occasional evening and weekend work may be required, along with limited travel.

Must be able to walk, sit, stand, use hands for handling objects, reach with arms, climb stairs, balance, stoop, kneel, crouch, crawl, and communicate effectively. May occasionally lift or move up to 35 pounds. Visual requirements include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Other Duties

This job description may be updated or modified at any time. Additional duties and responsibilities may change at any time with or without notice.