

**EVENT STAFF OR VOLUNTEER POSITION DESCRIPTION**  
(Example)

**Role: World Championship Registration Official Job Description**

**Overview**

The registration official is responsible for carrying out a variety of duties in the Registration Centre, including registration of athletes and race pack distribution.

**Who the volunteer/event staff is responsible to.**

Registration Co-ordinator.

**Responsibilities and duties.**

- To represent the World Championships at all times.
- To check off details on Competitor Registration Sheet for each athlete and sign if all information is correct.
- To direct unlisted competitors to late entries desk
- To be polite, courteous and well presented at all times.

**Knowledge and skills required.**

- Excellent written and oral communication
- Experience in sports events registration procedures
- Team player
- Can do attitude

**Estimated time commitment required including the dates.**

- 8.30am to 1.30 pm on the Monday the 23<sup>rd</sup> and Tuesday the 24<sup>th</sup> of June 20.....

**Uniform.**

Volunteer Programme shirt, shorts and socks.

**Work Area.**

Registration Centre.