

## Registration Assistant – Westmoreland-Fayette Council

The **Westmoreland-Fayette Council, Scouting America**, is looking for a **Registration Assistant** to join our team! This is an exciting opportunity to support the registration process and contribute to the success of our scouting programs.

### Key Responsibilities:

- Assist in the registration of new and returning Scouts, leaders, and volunteers.
- Maintain and update accurate records of participant information in the registration database.
- Communicate with parents, guardians, and volunteers to ensure smooth registration and information flow.
- Prepare and distribute registration materials, including forms and packets.
- Ensure timely processing of fees, paperwork, and necessary documentation.
- Respond to inquiries regarding registration details, deadlines, and requirements.
- Provide back-up in the Trading Post as needed.

### Qualifications:

- Strong organizational and attention-to-detail skills.
- Excellent communication and customer service skills.
- Ability to work independently and with a team.
- Comfortable working with data entry and registration software, with a working knowledge of Excel, Word and Outlook.
- Ability to handle multiple tasks and work in a fast-paced environment.
- Enthusiasm for Scouting America's mission and programs.
- Familiarity with the Scouting program is a plus but not required.

### Hours: 35-39 hours per week.

- Mon–Fri: 9:00 a.m. – 5:00 p.m. and every other Saturday from 9:00 a.m. – 1:00 p.m.
  - Summer Hours -After Memorial Day to Labor Day
    - Mon-Fri: 8:00 a.m. – 4:00 p.m. One Saturday per month in June-July-August

### Salary:

- Starting wage: \$16.00 + per hour (depending on experience).

### Benefits:

- Paid Time Off, Health Insurance, Retirement Plan

**To Apply** please send your resume and a brief cover letter to [Sheri.Rolain@Scouting.org](mailto:Sheri.Rolain@Scouting.org). We look forward to hearing from you!