

## **Director of Registration Job Description (4/2008)**

- Choosing and getting board approval of registration dates.
- Reserving facility for annual informational meeting.
- Advertising registration dates to include ads in area papers, flyers to area schools, notification via e-mail and posting on website.
- Printing of paper registration forms.
- Coordination of online registration process.
- Compile all registrations and relay information to director of coaches to form teams.
- Answer questions about registration process.