

		2009 Advance Registration Team (Same people, both days)	1603
Purpose: Staff the working level positions for pre-conference registration. These include cashier, and cashier assistant.			
Commitment Level Conference 1 to 2 days Average per day 8 to 9 hours		Responsibilities Pre-Conference Conference	
Reports to: Advance Registration Manager 2009 Advance Reg. Supervisor		Works closely with: Advance Registration Manager 2009 Advance Reg. Team	

Responsibilities pre-Conference:

1. **Help recruit other volunteers.**
2. Pray for conference.

Responsibilities during Conference:

1. Familiarize yourself with the 2009 conference season schedule.
2. Cashier - Enter customer registrations in register (quickly and error-free).
3. Cashier Assistant – Bag merchandise (free t-shirt “If Available”) at Point of Sale.
4. Customer Service
 - Assist customers with questions about next year’s conference season.
 - Help keep the Advance Registration booth clean and neat (break down card board boxes, remove trash and boxes).

Note:

Advance Registration Manager must authorize all refunds, returns, and exchanges.

Last shift to assist with packing of product and palletizing.