



Boosters Basketball

Registration Coordinator

Goal of Position: Coordinate all registration activities for the In-House, Traveling, and Little Dribblers programs.

Responsibilities:

- Coordinate Registration for Lil' Dribblers, In-House and Traveling Programs
 - With the board, set the registration dates for In-House, Traveling, and Little Dribblers.
 - Design, edit, and proofread for accuracy, the flyer/registration form and deliver to the printer.
 - If, necessary deliver In-House and Traveling registrations to Wilshire Park, St. Charles, and St. Anthony Middle School, as well as the St. Anthony Community Center (obtain approval, in advance, to distribute).
 - Arrange for the registration notices to be placed in all publicity outlets (i.e. newspaper, St. Anthony Village electronic sign) two to four weeks prior to registration dates.
 - Arrange for walk-in registrations during Tryout Practice Sessions and Tryouts.
 - Collect and tally all registrations, both online and paper. Manage Scholarship Apps.
 - Submit for approval to the Board of Directors proposals for registration changes, deadlines extensions, or exceptions.
 - Inform the In House and Traveling Directors of the names and number of pre-registrants.

Benefits: Be part of a successful youth basketball organization in the St Anthony community.