



ALTERNATE REGISTRATION COORDINATOR

Requirements: 3 months of abstinence; working knowledge of the 12 Steps and 12 Traditions of OA, and has ability to learn and manage key components of the online registration process (such as [Eventbrite](#)); supports the Retreat Registration Coordinator, filling-in as needed.

Term: 2 year commitment.

- Assists Registration Coordinator, mirroring their efforts to be able to step in should they fall ill or step down from this position.
- Ability to learn and manage the online registration process from the Registration Coordinator.
- Helps ensure that any needed updates are made to the retreat web page on OASV.org (if unfamiliar with WordPress, confers with OASV Webmaster to ensure that updates are made).
- Helps to register people who are unable to register themselves online.
- Helps to oversee scholarship process.
- May be asked to work with Treasurer to help facilitate any cancellations.
- May be asked to work with Publicity Coordinator, so as to report to Committee on total registration numbers.
- Helps manage room assignments for in-person attendees.
- Assists Registration Coordinator with the emailing of room assignments to Villa Maria Del Mar two weeks prior to retreat.
- Assists Registration Coordinator in providing Villa Maria Del Mar with updated room assignments and number of attendees the day before the retreat
- Arrives at the Retreat 2 hours prior to check-in to assist Registration Coordinator.
- Assists Registration Coordinator with the preparation and delivery of a report on the state and numbers of registrations.
- In late March/early April timeframe, assists Registration Coordinator with preparation and delivery of final headcount and room count to committee and to Villa Maria Del Mar retreat center.
- In April, post retreat, assists Registration Coordinator with the content needed to facilitate web page promotion of the next year's retreat; helps to "make ready" the content needed to go "live" immediately after current retreat.