



Community of Christ
Canada West
Mission Centre

Volunteer Position Gathering Ministries Registration Assistant

We are seeking volunteers to assist in running our Reggie registration system to ensure an exciting year of CWM Gatherings. You will receive training and mentoring on how to use the system.

You would be responsible for:

- Attending training sessions to learn how to use the Reggie event system and Shopify payment system.
- Obtaining information from event directors to enter into Reggie. Checklist will be provided.
- Maintaining your own computer with an up-to-date web browser for access to the Reggie system.
- Enter event data into Reggie in an accurate and timely manner. This includes uploading documents.
- Serve as point of contact for attendee registration questions.
- Processing payments and sending email confirmations to attendees.
- Updating event information in Reggie when there are changes.
- Maintaining privacy and confidentiality about attendee personal information that is in the Reggie system.
- Maintaining open communication with camp directors.
- Maintaining open communication with CWM Administrative Assistant to ensure all CWM communication channels are up to date with event information.

Key skills:

- Desire to see successful Gathering Ministries events occur.
- Able to learn on-the-fly and problem solve.
- Accurate data entry.
- Comfortable with computers.
- Comfortable using Zoom for training sessions.
- Detail oriented.
- Ability to work independently and also ask for help when you don't know.
- Able to prioritize tasks.
- Good time management skills.
- Keeping confidentiality.

Does this sound like something you would be interested, or do you know someone who could be? Please email Shannon McAdam, Mission Centre Co-President smcadam@communityofchrist.ca