

Sunnymont Job Binder

Registrar's Assistant

Assistant Registrars

Job Description
Revised 7/2005

Term of office: September to May
Weekend Maintenance: Yes
Reports To: Registrar
Materials: Folder with job description

Function:

The Assistant Registrars meet prospective families at Sunnymont, conduct a tour of the facilities, and discuss the philosophy and responsibilities of Sunnymont.

Responsibilities:

1. **Regularly (every day or every other day)** check the registration answering machine (black) for new calls to the school. Return phone calls regarding inquiries **immediately**. Forward all other calls to the appropriate person. Remember that this is the family's first contact with the school, and that having their call returned quickly sets up their expectations and feelings of welcome. If you ever cannot get to the messages for any reason, let the registrar know and work out a solution.
2. Set up tours for all interested parties. Check with teachers to be sure the time/date of the tour are acceptable and to let them know you are coming.
3. Show Sunnymont facility to prospective new families. Explain Sunnymont philosophy, talk about jobs, co-op, weekend maintenance etc. Use the "cheat-sheet". Answer any questions and make sure they understand all facets of the coop.
4. Record family's name in logbook and hand out application materials with information on how to reach the Registrars if they have further questions.
5. In years when there are two registrar's assistants, you may split the job in whatever way works best for you. Sometimes, one assistant will handle phone calls, while the other does physical tours. Other times, assistants trade off months taking responsibility for both phones and tours. Any arrangement that ensures that phone calls will be returned quickly and tours provided is fine.

Sunnymont Annual Job Record Sheet

JOB:	School Year:
Job Holder:	
Phone:	Email:

JOB ACTIVITY:

RECOMMENDATIONS FOR NEXT YEAR: