

Position Title: **Assistant Registrar**
non-Management

Location: Minsi Trails Council 991 Postal Road, Allentown PA

Job Summary: Part time position assists the Council Registrar and Field Service team with the responsibility for the official registration records of the Minsi Trails Council, Boy Scouts of America and related data of training, advancement, and security clearances. Women and Minority candidates are strongly encouraged to apply.

Hours: Non-Exempt Hourly
Minimum 15 hours per week
Hours of business operation, weekday Monday – Friday 9 am to 5 pm

Primary Job Functions:

- Assist Council registrar in reviewing all applications for membership to meet standards by verifying all appropriate trainings, fees, and signatures.
- Assist Council registrar with membership applications entry into the BSA system.
- Assist Council registrar in processing criminal background checks (CBC) and PA Act 15 information.
- Assist team in preparing charter kits for the yearly re-chartering of units.
- Support Council registrar and field team with various reports when needed.
- Assist with all Eagle Scout applications, and unit records.
- Enter all adult/youth training records and special recognitions.
- Help support the front receptionist desk during breaks and lunches.
- Other duties assigned when needed.

Essential Job-Related Skills:

- Well organized, ability to multitask.
- Ability to work with online database programs and platforms.
- Willingness and ability to work with both volunteers and staff members. Team Player
- Microsoft Excel and Word skills and experience is required.
- Ability to learn skills relating to computer skills and computer operations.
- Capable of planning for upcoming tasks without immediate supervision.
- Friendly and customer oriented.

Requirements:

- Must be willing to accept and meet the Boy Scouts of America's leadership and membership standards and subscribe to the Scout Oath and law.
- Attained 21 years of age or older unless prohibited by any applicable law.
- Must maintain as confidential all confidential information.
- A Scouting background is helpful but not required for employment.
- Employment is subject to criminal and reference background checks.

Compensation:

- Hourly

Email resumes to: Paul.oswald@scouting.org