

**Shantideva Center
Registration Assistant
April 2019**

General Description of Responsibilities

Registration Assistants are responsible for welcoming visitors to the center, ensuring that they have registered and offered as appropriate for center events, and answering questions regarding the center. The Registration Assistant is often the first contact that visitors have with the center, so it is especially important that those in this role be especially welcoming, friendly, patient, and knowledgeable. Registration Assistants should also have general knowledge about Yogis & Yoginis and be able to direct visitors to that website when necessary. Registration Assistants also process sales for the shop and class card purchases for Yogis & Yoginis. Registration Assistants report directly to the Registration Manager, or, in his/her absence, to the Assistant Director.

Specific Responsibilities

1. Assist visitors with self check-in if they have already registered for an event
2. Assist visitors in creating a MindBody profile if they do not yet have one
3. Register visitors in MindBody if they have not pre-registered for an event
4. Accept cash offerings for events and record them in MindBody and/or the Event Summary Form
5. Complete event summary forms as required
6. Secure cash as designated in event summary procedures
7. Process shop sales
8. Process Yogis & Yoginis class card and gift card sales
9. Respond to enquiries about Shantideva Center and Yogis & Yoginis

Karmi Responsibilities (*for those who also wish to exchange work hours for free yoga access at Yogis & Yoginis*)

1. Assist practitioners with self check-in if they have already registered for a yoga class
2. Assist practitioners in creating a MindBody profile if they do not yet have one
3. Process shop sales
4. Process Yogis & Yoginis class card and gift card sales
5. Respond to enquiries about Shantideva Center and Yogis & Yoginis
6. Ensure that studio space is always clean before and after classes
7. After each class set the "yoga cubbies" properly with accessories in place
8. Check all garbage cans and empty them as necessary
9. Ensure that bathrooms and water fountain are always clean
10. Ensure that hand towels are always available in the studios. If necessary, run washer/dryer, fold towels

11. If in charge of closing at night:

- a. Turn off the AC in summer, set the heat at lower temperature in winter
- b. Turn off all lights and fans, except for the light above the altar.
- c. Turn off sound amplifier if not already off
- d. Set the security alarm before exiting the building