

Position: Registrations Volunteer, Part-time Volunteer
Location: ON – Durham Region

The Registrations Volunteer works under the direction of the Event Coordinator, Autism Ontario – Durham Region, to manage pre-registrations for chapter events including RCP (Realize Community Potential) Program events.

Essential Functions:

- Work under the direction of the Event Coordinator
- Compile a list of email registrations and phone-in registrations (name, phone number, number of people attending, membership status, etc.)
- If pre-payment of event fees are required, follow-up with attendees/participants may be necessary to ensure payment is received on time
- Attend subcommittee meetings if necessary at various locations around Durham Region
- Must be accessible by email to address issues between meetings
- Event participation may be required

Qualifications:

- Must have excellent organizational skills
- Excellent interpersonal and communication skills
- Some basic computer skills required (Excel)

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - Durham Region

Realize Community Potential Program Office & Chapter Mailing Address
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