



**Woodinville Toddler Group
2021-22 Job Description
REGISTRAR / VICE-PRESIDENT**

Summary: The Registrar is the “face” of WTG, the person who is often first contacted by potential families. The Registrar is responsible for registering for the current year and coordinating registration for the following school year by keeping records organized and updated, and clearly communicating accurate information with the WTG Board, current and prospective families. Additional responsibilities include responding to general emails for WTG, checking the PO Box on a weekly basis, and updating Jovial forms.

Estimated Time Commitment: 10-20 hrs/month at home (emails, processing registrations), 2-3 hrs/month in person (Board Meetings, Open Houses)

Peak Busy Times: Current School Year: August/September. Upcoming School Year: February/March

Role as Vice President (shared with Treasurer):

In the absence of the President or in the event of his or her inability or refusal to act, the Vice-Presidents shall perform the duties of the President, and when so acting, shall have the powers and be subject to all the restrictions upon the President. The Vice-President will also preside over the monthly board meetings if the President is absent (usually determined in advance.)

Responsibilities

Pick-up and distribute WTG’s mail. Mail is delivered to The UPS Store in Woodinville and should be picked up weekly. Distribute it to appropriate board members via their toddler group mail folders. During the summer months, the Registrar must also schedule times to meet up with the Treasurer and/or President to distribute paperwork that is important during the Summer months (approx once a month).

Read and respond to e-mails/voicemails. E-mail needs to be checked and responded to **at least 3-4 times a week**, even during the summer months. Prompt replies are vital for prospective parent enrollment. The goal is to reply to each email within 24 hours of receiving it. Please set an away message if you will be unavailable for an extended period of time. Voicemails from our message line are automatically sent to the email address in wave format.

Maintain WTG’s Mailing List. At the end of May, send “Alumni Mailing List” email to all families who did not enroll for the following year. In January/February, email upcoming registration information.

Manage the enrollment process. During the summer update all enrollment forms (paper and electronic version in Jovial). During summer and the academic year, process registration forms and follow up with families that are missing items, send confirmation emails to families once registration is complete. Contacting wait list families, communicate roster changes and class openings to teachers, Treasurer and Webmaster accordingly. Also includes updating all information on the Jovial site, and sending mass emails.

Manage family and program information in Jovial. Jovial is an online preschool management system where all family details, class rosters, and registration forms live. Send Schoolwide Messages that may include registration information, board openings, and information for the start of the school year.

Provide printed copies of the registration form and LWTech form. All documents that need to be printed can be sent to a local printing company and will be billed directly to WTG. Ensure there are always copies of each available at WTG, especially for Open Houses.

Attend monthly Board meetings. Communicate class openings, discuss enrollment activity and, if applicable, open house data. When a class has a new opening or becomes full, email the Webmaster and Marketing Coordinator as soon as possible.

Provide input regarding the registration process, enrollment, and the class schedule for the following school year.

Communicate roster changes. When a new family enrolls or a current one drops, email the instructor, CC, and treasurer.

Assist with the planning and attend open houses. The marketing coordinator will initiate date setting and be responsible for all advertising. The instructors and volunteer helpers will chat with families about WTG. The registrar will provide sign-in sheets, printed registration and LWTech forms, answer questions regarding registration, and process all applications reserved. March, May, August Open Houses

Board Duties: Attend all monthly board meetings. Attend Board Set Up in August and Board Clean Up in May (children welcome).

Physical Items Held at the Home of the Registrar

- Small box

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Calendar for Registrar Responsibilities	
Time Frame	To Do
Ongoing	<ul style="list-style-type: none"> • Check and respond to emails and voicemails. (3-4 times a week) • Check WTG mail box and distribute mail. Note: coordinate with treasurer and president to distribute mail during summer. (WEEKLY) • Attend board meetings. (MONTHLY) • Follow the registration process to add/drop families. Communicate all roster changes with instructors, CC's, treasurer, and secretary. • Provide Webmaster and Marketing Coordinator with updated information about class openings. • If you will be out of town for an extended period of time, set a "vacation" message on the Gmail account
May	<ul style="list-style-type: none"> • Attend training with outgoing registrar. • Attend Open House. • Familiarize yourself with documents on the thumb drive and Jovial. Experiment with adding and dropping test students/families, processing forms, and editing forms. • View Health & Safety video: https://www.youtube.com/watch?v=6Y-3hSiz9ls&feature=youtu.be

June	<ul style="list-style-type: none"> ● Archive the previous year's class groups and forms on Jovial (it can still be accessed, if needed). ● Connect with the marketing coordinator to email alumni about attending the Woodinville Parade.
August	<ul style="list-style-type: none"> ● During the first week of August – Instructors will send you an orientation letter that you will edit and send to all enrolled families. Customize the email for each class with the class day/time, start date, teacher and CC names and emails. ● Send Fee Waiver and Infant Registration forms to families who requested/need it ● Attend the Open House. ● Attend the WTG Board Set-Up event. ● Work with Instructors to edit and manage "Parent Ed Events" document in Jovial <ul style="list-style-type: none"> ○ Input Fall, Winter, and Spring events into system
September	<ul style="list-style-type: none"> ● Before 1st Day: Email waitlist families current class openings to see if they are interested in other options (depending on birthdate).
October	<ul style="list-style-type: none"> ● 1st Week: Connect with the instructors, CC's, and treasurer to see which families need to be contacted about their enrollment status.
November	<ul style="list-style-type: none"> ● Prior to start of winter quarter, connect with the instructors, CC's, and treasurer to see which families need to be contacted about their enrollment status
December	<ul style="list-style-type: none"> ● Send out an electronic survey to families via Survey Monkey (a free survey site) to gain potential enrollment data. Check the "Spring Registration" folder on the thumb drive for more information.
January	<ul style="list-style-type: none"> ● Work with Instructors and Board to determine class schedule for next school year. ● Create new class groups on Jovial. ● Update the online and printed registration related forms, enrollment policies, and anything other enrollment related items. ● Communicate all enrollment information and/or changes to the Webmaster, including the last day families can enroll for the current school year ● Send an email to Currently Enrolled and Wait List families to inform them of the week they can begin to register, class info, and instructions. ● Send an email to Alumni to inform them of registration and encourage them to spread the word.
February/March	<ul style="list-style-type: none"> ● Put up "Registration Train" (or feel free to create your own display) to show current openings in classes for next year. Pieces are located in the file box. ● Send a registration reminder to current families the Friday before registration begins. ● Registration Begins, different opening date for current enrolled, alumni/waitlist, and Public. Process forms, answer questions. ● Make copies of the printed registration form for the Open House ● Attend Open House. ● Prior to start of spring quarter, connect with the instructors, CC's, and treasurer to see which families need to be contacted about their enrollment status. ● 10 Business Days into Spring Quarter: Ask Webmaster to post an announcement stating registration is closed for the current school year.
April	<ul style="list-style-type: none"> ●
May	<ul style="list-style-type: none"> ● Send "Alumni Mailing List" email to families who did not enroll for the following year. Update the mailing list (found on thumb drive) accordingly. ● Send updated mailing list to the Webmaster. ● Attend WTG Board Put-Away event. ● Organize, update, and transfer all files from personal computer to thumb drive. ● Clean out, organize, and replenish file box materials. ● Train and transfer information to the new Registrar.

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| | <ul style="list-style-type: none">• Attend Open House.• When your term is over delete/destroy any rosters and WTG member's information in your possession. |
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