

## Visit Lake Charles

### JOB DESCRIPTION

Job Title: Registration Assistant

Direct Report: Services

Job Location: VLC

Classification: Exempt

#### Position Summary

The primary role of a registration assistant is to provide assistance with group events at check in on behalf of Visit Lake Charles. This typically includes pulling name tags, cross-referencing registration lists, passing out welcome bags/event information, etc. for a 4 hour minimum. The event may request help setting up prior to registration opening. **Please note:** This position is on a contract basis and is not considered an employee of VLC. Therefore, this employee will not be eligible for any type of employee benefits.

#### Duties and Responsibilities

- Arrive at event 15 minutes prior
- Complete all requested performance duties for time booked
- Maintain a level of professionalism as a representative of Visit Lake Charles

#### Position Qualifications and Requirements

- Be at least 18 years of age
- Excellent communication, time management, and organizational skills
- Strong interpersonal skills
- Ability to work flexible hours
- Possess a valid driver's license and have reliable transportation
- Where applicable, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

*Disclaimer: Nothing in the job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.*