

Description/Objective:

The Registrar is responsible for creating and maintaining summer camp registrations working with the Bookkeeper for accurate financial records and the Program Director for summer staffing paperwork.

Accountability:

The summer camp registrar is responsible to the Program Director

Requirements:

1. Active belief and growth in Jesus Christ and the Gospel
2. Computer literacy: including email, Microsoft Office, Google calendar and ability to learn CampWise software
3. Bachelor degree or equivalent educational experience
4. Good interpersonal skills and positive disposition

Duties and Tasks:

**1. Summer Registrar:**

- Summer camp: set up CampWise for summer camp
- Recording registrations working with the bookkeeper for finances
- Tracking and managing paperwork including staff agreements, background checks, camper information...
- Run reports for summer staff team
- Train and oversee the summer office assistant
- Answer phone calls and questions about summer programs and registration
- Follow up with parents via email and phone regarding registration details and paperwork.

**2. Supervisory Relationships:**

- Oversee any part-time summer office staff

**3. Additional Tasks**

- Help coordinate fundraising events and event volunteers
- Answer camp calls as a part of all office staff responsibilities
- Any other duties as assigned by Supervisor
- Assist with camp fundraisers and events as needed and available

Other:

- Business casual attire is required.

Compensation:

Part-Time Salary position, approximately 15 hours a week this may increase to 35 hours a week during the summer camp season.