

**Job Title:** Registrar Assistant

**Department:** Registration

**Reports to:** Camp Registrar/Business Director

**Position Summary:**

The role of the Registrar Assistant is to assist the Camp Registrar in processing summer camps, day camp, and housing requests for campers.

**Specific Responsibilities**

- Prepare various reports for the Camp Director, program team, support staff and other administrative staff
- Assist parents and campers with questions via in person, by phone, or email.
- Help during camper registration days and times
- Assign cabins/housing for campers
- Enter camper registrations into the computer
- Communicate with online registration when necessary
- Participate in staff morning devotions
- Spiritual Leadership - to lead campers and co-workers spiritually toward Christ. To live an exemplary life and to have a focus of love for the Lord and others

**Support Staff Responsibilities**

- Assist program team in set-up and running group games
- Help campers work towards earning their patch
- Have an assigned cabin each week to spend time with
- Assist where necessary with a variety of Camp and Conference duties as needed

**Essential Qualifications**

- Mature and ongoing relationship with Jesus Christ--ability to lead by example and word
- Honesty, not perfection in Christian walk
- Ability to have fun and keep a good attitude amidst adverse conditions
- Commitment to camp ministry and its values
- Possess Christian attitude and conduct
- Well-grounded in the Word of God

\*This job description is by no means all inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.

**Employee Review:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time-to-time in order to meet the ministry's needs. I have been given a copy of this description.

Staff's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

