

Wanakee United Methodist Center

Job Description

Job Title: **Registrar**
Classification: *Seasonal*
Reports to: *Executive Director*

Position Purpose:

Assist the Executive Director in furthering the mission of Wanakee by maintaining quality customer service and hospitality for campers, parents, retreat groups, and volunteers, while keeping accurate records of camper and retreat registrations, finances, and communications.

Essential Job Functions:

1. Serve as primary point person for camper registration.
 - ♦ Manage cloud-based camp management software (Campwise or other), including registration, refunds, donors, reports, database maintenance etc.
 - ♦ Help with camper check-in during 8 weeks of summer camp (including Sunday afternoons).
2. Act as a professional point of contact for parents and other stakeholders.
 - ♦ Manage incoming communications by phone, email, mail etc., replying promptly and professionally.
 - ♦ Maintain welcoming atmosphere, host groups, anticipate needs of guests.
3. Office management/clerical work
 - ♦ Keep office orderly, order supplies, maintain equipment.
 - ♦ Process bills, vouchers, and deposits.
 - ♦ Other clerical tasks; filing, bulk mailings, etc.
 - ♦ Support store administration (ordering etc.)

Other Job Duties:

- ♦ Participate enthusiastically in camp community.
- ♦ Other duties as assigned by Executive Director, including helping in other areas of camp.

Qualifications:

- ♦ Experience in database management, Microsoft Office (Word, Excel), Google Apps.
- ♦ Relational and hospitable with diverse families, volunteers, and staff.
- ♦ Exceptional attention to detail.
- ♦ Professional, enthusiastic telephone skills.
- ♦ Ability to thrive in fast-paced, unpredictable summer camp office, self-starter.
- ♦ Able to maintain confidentiality of camp records.

Physical Aspects of the Position:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Ability to sit for an extended period of time.
- ♦ Ability to use standard office equipment (photocopier, telephone, computer, fax machine etc.)