

**CAMP ARNES JOB DESCRIPTION**  
**SUMMER REGISTRAR**



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Reports to: Director of Summer Ministries  
Date Reviewed: December 2010

Department: Administration

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**SUMMARY STATEMENT**

The registrar is responsible for the collecting, organizing and coordinating of all camper applications for our summer programs as well for our summer follow up programs. This position also participates in various administrative projects with the Director of Summer Ministries.

**RELATIONSHIPS**

Reports to: Director of Summer Ministries

Internal Contacts: On site and City Office Receptionist, Book Keeper, Resource Coordinator, Administrative Team

External Contacts: Parents, businesses, CFS Agencies, Sunshine Fund.

**QUALIFICATION / CRITERIA**

1. Agreement /support of Camp Arnes mission Statement.
2. Well organized and efficient in the tasks at hand.
3. Experienced user of spreadsheets (excel) and familiar with word processing (MS Word) and database (Access) software and Publisher.
4. Average to above average written / oral communication skills, relating to fellow staff, parents/guardians and other professionals (CFS and other agencies).

**MAJOR RESPONSIBILITIES/DUTIES**

1. Register campers for summer program and other Camp Arnes events.
  - a. Process the application forms into the computer and appropriate database(s).
  - b. Document and maintain record of correspondence with parents and agencies.
  - c. Mail registrations and acceptance packages in a timely manner.
  - d. Enter all camper card information into the computer.
  - e. Process information and correspondence from agencies (CFS, sunshine fund, etc.).
2. Process all payments for summer camp and program fees.
  - a. Maintain a current record of fees.
  - b. Process camper scholarships.

3. Prepare necessary documents throughout the summer.
  - a. Prepare files for each week of camp, including reports, camper cards & cabin groups.
  - b. Place campers into cabin groups as per guide lines.
4. Other Administrative responsibilities.
  - a. Prepare correspondence and documents, photocopy and file documents.
  - b. Book and schedule needed buses for summer programs & events.
  - c. Maintain annual records and databases.
  - d. Answer phones, check general email when necessary.
5. Additional responsibilities and duties as required.

**THE SUMMER REGISTRAR WILL:**

1. Facilitate clear communication with parents and staff.
2. Have an ability to be organized and efficient.
3. Foster a spirit for continual improvement / enhancement of the camp and its services.
4. Represent the camp to all visitors.
5. Have proficient computer skills. (Microsoft Office, Access, Publisher)
6. Maintain an attractive office space.
7. Be professional in appearance and demeanor.
8. Be warm, courteous and friendly with all guests, campers, staff and parents.
9. Uphold, model and insist upon Christian character.