



## **Job Description Program Registrar**

### **Employment Type:**

- Part-time, Exempt Position; 20 hours per week.
- Monday morning and Friday afternoon work required in June and July.

### **Qualifications:**

- Ability to speak Spanish – strongly desired; bicultural preferred.
- High-level skills in Microsoft Office Suite programs (Word, Excel, Powerpoint, Office 365, etc.) and Google Drive programs, and an ability to learn and adapt to new computer software.
- Excellent organizational skills, communication skills, can-do attitude, and the ability to thrive in a busy office workplace.
- Have the skills and interest to work collaboratively with a small team.
- Experience with and passion for working with youth and families from diverse backgrounds.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.

### **Preferred Skills** *Experience or willingness to learn skills in the following areas:*

- Utilizing social media for non-profit marketing purposes.
- Basic graphic design (print and/ or web).
- Volunteer management and/ or human resources.

### **Responsible to:**

- Community Development Director

### **Camp Registrar Responsibilities:**

- Be the first point of contact at Camp Blodgett in our Grand Rapids office for parents, community members, associates and friends of Camp Blodgett.
- Become knowledgeable about camp programs, policies and procedures to be able to answer questions and provide assistance to participants' parents as well as summer camp staff.
- Perform administrative duties including, but not limited to, word processing, data management, photocopying and filing paperwork.
- Perform program-specific administrative duties including, but not limited to, managing the camper database, data entry of program registrations, processing registration confirmations and other mailings, producing program rosters, and managing all aspects of camper surveys and participant data.

- Maintain project completion in a timely manner, following assigned due dates.
- Maintain confidentiality of all camper data, employee information, donor profiles, etc.
- Assist program staff with administrative, data and scheduling duties as assigned.
- Assist Camp Director with human resources functions related to hiring and preparing summer staff including, but not limited to, scheduling interviews, processing confidential employee paperwork, preparing training materials, processing employee evaluations.
- Answer the telephone and make registration related phone calls, including making calls related to payments due. Regularly check voicemail for messages and promptly return calls when necessary.
- Greet and assist parents as they come into the office to register campers or turn in paperwork or payments.
- Help organize the office and maintain efficient organizational systems.
- All other duties as assigned.