

Nebraska Lutheran Outdoor Ministries

Job Description

Position Title: Summer Camp Registrar

Date: August 2023

Reports To: Summer Camp Director

Summary of Responsibilities

The Summer Camp Registrar is responsible for the registration systems of all summer camp programs at Carol Joy Holling Camp and Sullivan Hills Camp. This position is often the first point of contact for camper families and will be responsible for answering questions about summer camp and walking with guardians through the registration process. This is a part time position working 24 hours a week from August to May. During summer camp operations in May, June, and July, hours may need to be increased to meet the demand of the camp registrations.

Position Responsibilities

1. Develop, manage, refine and facilitate all summer camp registration systems
2. Handle all summer camp registrations for Carol Joy Holling and Sullivan Hills
3. Ensure the completeness of all registrations including Health History Form
4. Monitor adult leader housing requirements for Confirmation Camp
5. Field guardian and ministry leader questions regarding camp registration process or summer camp operations, as knowledgeable
6. During summer camp months, responsibilities include setting up registration and camper check-in, working with Site Coordinators on a daily basis, making sure late arrivals are taken care of, notifying staff of early departures, etc.
7. Serve as office support person to aid answering incoming telephone calls

Qualifications

1. Excellent written, verbal, and interpersonal communication skills
2. Strong organizational skills
3. Ability to work with minimal supervision
4. Ability to work effectively with a wide range of constituencies
5. Proficient in using Microsoft Office (Word, Excel, PowerPoint)
6. Ability to work Sundays when the job requires it during summer camp
7. Ability to work additional hours as needed during busy summer months
8. Valid driver's license and good driving record

Professional Expectations and Requirements

1. Adhere to the standards of the American Camp Association
2. Maintain the confidentiality of sensitive matters and materials
3. Adhere to NLOM's Code of Conduct
4. Thorough understanding of NLOM's policies and practices

OTHER DUTIES

As assigned by Summer Camp Director or Director of Programs