



Administrative Assistant / Registrar

The Administrative Assistant shall assign cabin housing for all camp sponsored events; shall process the registration of campers for Lake Ann Camp sponsored events; shall relate to campers, parents, church representatives, guests and camp staff in a warm and friendly manner, expressing concern for the needs of each individual; and shall assist the Office Manager in performing office duties, particularly related to maintaining an office staffing presence whenever the office is open.

A part-time position, 24-32 hours per week, reporting to the Office Manager

Qualifications

1. A clear testimony of salvation through Christ.
2. A life that demonstrates the lordship of Christ.
3. Spiritual and emotional maturity.
4. An understanding of the mission and philosophy of the camp.
5. A cooperative role with office personnel and other staff members.
6. A friendly demeanor and voice.
7. Keyboarding skills.
8. Willingness to learn new areas and a desire to upgrade skills.
9. Willingness to learn CampBrain registration management software .
10. Proofreading and editing skills.
11. Understanding of Google Sheets & Docs.
12. Excellent communication skills – in person, phone, and e-mail.

Responsibilities

1. Shall assign cabin housing for all camp sponsored events.
2. Shall receive and process registration forms for summer camp and camp sponsored retreats.
3. Shall assist in greeting campers/retreaters as they arrive and aid them in completing the registration process .
4. Shall resolve registration problems by actively seeking answers and responding to questions in a courteous and timely manner.
5. Shall convey accurate and current information to churches, parents, and guest groups.
6. Shall fulfill general office tasks as assigned by the Office Manager.
7. Shall assist other staff members as directed by the Office Manager.