

The Hiram House

Job Title: Camp Registrar

Reports to: The position reports to the Business Manager



Description:

The Camp Registrar is the “voice “of Hiram House for campers, parents, rental groups and the public through telephone, e-mail, in-person communications and the manager of the camp’s database system (Camp Doc). The ideal candidate is someone who has initiative, the ability to follow through and follow procedures, enjoys checklists and is extremely organized. The position also involves independent work, as well as being an effective member of a team. From time to time, this position will be called upon to assist with programming (ie. summer camp, school camp, staff recruitment) as well as maintenance and general camp set up/clean up.

Key Responsibilities

- Be mission driven and have an eagerness to enrich the lives of youth through camping.
- Manage the camp database system (Camp Doc) for camper registration, payments and wait lists.
- Update camp registration forms yearly.
- Review and determine campership approvals and track dollars spent per child.
- Adhere to all camp timelines, deadlines, and budgets as they pertain to registration.
- Record, file, summarize, and prepare reports related to camper registrations.
- Create rental contracts and ensure all deadlines are met for food menus, contract returns, invoices and payments.
- Review, add-on, change HHC website as needed and work with website developer as needed.
- Manage all customer service-related questions pertaining to summer camp/school groups/rentals.
- Answer phones and e-mail communications related to camper registrations as well as parent and general camp operation questions.
- Assist Executive Director, Business Manager, Camp Program Director and/or Maintenance Department with any related needs.
- Work in conjunction with the Camp Program Director in management of employee records.
- Represent Hiram House at all events (open houses, job fairs, community events)
- Function as a team member for the camp’s annual Pumpkin Festival and other fundraisers.

Other Job Duties: This job may include work in other areas of an organization, or perhaps work related to the broader vision of camping. Office work and record keeping is included.

Equipment Used:

Proficient in computer skills and related word processing, data management, and Internet computer software.

Qualifications: (Minimum Education and Experience)

- Bachelor’s Degree or Related Work Experience
- Experience in business or office setting.
- Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.

Physical Requirements:

This position would require the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions. Must be able to sit for long periods of time.