

JOB DESCRIPTION

REGISTRAR



RESPONSIBLE TO: Director of Operations
CLASSIFICATION: Core Staff
STATUS: Full Time Exempt (Salaried)

General Qualifications:

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the Camp Lebanon's objectives and Statement of Faith.
<http://camplebanon.org/about/statement-of-faith>
3. Understanding of the nature of camp ministry, its joys and strains.
4. Team attitude, flexible spirit, people-orientation, emotional maturity.
5. Able to clearly communicate the love and life of Jesus Christ.

Job Qualifications:

1. Friendly, outgoing personality with the ability to positively serve as the "voice and face" representing Camp to guests.
2. Self-starter, fast worker with a proactive mindset.
3. Attention to detail and high standards of organization and accuracy.
4. Ability to prioritize, multi-task, and use time efficiently.
5. Computer and data entry skills and experience with Microsoft Office software.
6. Experience with online databases and/or CRM software, or ability to learn.
7. Ministry-heart with an eagerness to serve both the Camp team and guests.
8. Ability to serve positively within the Camp philosophy and leadership structure.

Position Mission Statement: *The Registrar will serve Camp Lebanon's team and guests by overseeing the administrative needs of Camp and spearheading the registration process for programmed youth events. The Registrar will support public relations efforts by serving as a primary point of contact for telephone, email, and face-to-face communications with guests. The Registrar will manage a high-quality user experience from registration through check-in while providing timely and accurate information to the Operations and Ministry teams. The Registrar will also seek to foster team unity, catalyze organizational excellence, maximize ministry opportunities, and ultimately enhance the experience of guests in fulfillment of Camp's mission to "provide a 'Meeting Place with God' to help the Church do the work of Christ."*

POSITION RESPONSIBILITIES

I. OFFICE ADMINISTRATION OVERSIGHT (45%) (IN PARTNERSHIP WITH THE LEAD REGISTRAR)

- A. Represent Camp as one of the primary office receptionists to on-site, telephone, and e-mail guests.
- B. Coordinate the inflow and outflow of all administrative and operational information for Camp.
 1. Receive and distribute incoming mail and packages; process outgoing mail and packages as needed.
 2. Prepare bank deposits for all registration revenues.
 3. Coordinate billing and accounts receivable for individuals and churches in the registration database.
 4. Manage and facilitate Camp's scholarship and sponsorship programs.
 5. Other items as needed or assigned.
- C. Oversee clerical support for Camp's operational, ministry, marketing, and executive administrative needs (e.g. program handouts, labels for Camp mailings, donor receipt support).
- D. Orient and oversee office support staff and volunteers.
- E. Support Director of Operations as needed with management of Camp's human resources files.
- F. Monitor inventory of office supplies and order as necessary.
- G. Maintain an organized workspace and support the tidy/organized upper office.
- H. Recognize and act on opportunities to market all aspects of Camp.
- I. Cross-train to be able to perform all duties that are primary to the Lead Registrar.

II. REGISTRATION (50%)

- A. Coordinate all facets of the registration process for Camp Lebanon programmed youth events.
 1. Function as one of Camp's primary registration database experts (currently UltraCamp).
 2. Build event registration elements required for online registration, supported by the Director of Operations.
 3. Perform data entry (e.g. paper and back-end registrations, address corrections, and contact updates).
 4. Build, maintain, and produce reports needed for Camp events (e.g. check-in lists, roster, check-in deliverables).
 5. Manage the registration background structure.
 6. Function competently in integrating registration revenues with Camp's other financial systems.

7. Contribute to the safeguarding of guest data privacy, financial records, and payment gateways.
 8. Ensure database integrity.
 9. Train office and program staff in relevant database functionalities to advance ministry effectiveness.
 10. Facilitate housing assignments for program events as requested to support the Ministry Team.
 11. Prepare and/or publish items for program events (e.g. nametags, door signs, folders) as requested to support the Ministry Team.
- B. Oversee the on-site check-in process for Camp Lebanon programmed youth events.
C. Maintain and improve the registration process and procedure documentation.

III. MINISTRY SUPPORT (5%)

- A. Serve as the office liaison to the Ministries Team and its Lead Teams.
- B. Enhance Camp's ministry efforts through clerical support functions.
- C. Participate in Camp's ministry events as spiritual gifts and interests allow.
- D. Complete special projects as assigned.

CORE STAFF TEAM RESPONSIBILITIES

1. Meet regularly with Supervisor to discuss responsibilities.
2. Attend Core Staff and Department Meetings as required.
3. Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
4. Contribute spiritual ministry by actively supporting Camp Lebanon's mission in providing a "Meeting Place with God" to help the Church do the work of Christ.
5. Assist in the on-going health and safety consciousness of the Camp.
6. Apply biblical Body Life principles to preserve and enhance staff unity.

THE OPPORTUNITY

Salary Range: \$44,000 - \$52,000
Start Date: Immediate Opening
Benefits: **Paid Time Off:** 3 weeks (prorated for 2023) with partial rollover
Paid Holidays: New Year's (1), Easter (2), Thanksgiving (2), Christmas (2)
Retirement Match: Up to 4 percent (eligible day one)
Food Service: Available to family when food service is open
Special considerations: See employee handbook for a complete list (e.g. discounts, free camps)

Healthcare: Christian Healthcare Ministries (CHM) Visit www.chministries.org for details.

CHM – 100% Employee funded (single/couple/family 3+)

- Monthly amount: \$277/ \$554/\$831 (2024 rates)
- Includes Brother's Keeper option extends coverage to \$1,000,000 per illness.
- Paid as payroll deduction pre-tax to reduce taxes.
- Personal Responsibility (annual) \$1000/person, \$3000 family limit.

Health Reimbursement Account (HRA) – 100% Employer funded (single/couple/family 3+)

- Total Coverage Limits (annual): \$2750 / \$4000 / \$5400
- Personal Responsibility supplement: \$500 per person.
- Preventative care only (annual limit): \$400 / \$800 / \$1600
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

RETIREMENT: 403(b) Match Opportunity

- Employer matches up to 4% of employee contribution.
- Guidelines and vesting policies defining in Employee Handbook.

THE MINISTRY: Located five miles west of Upsala MN on spring-fed, fish-filled Cedar Lake, Camp Lebanon offers year-round programs for youth, families, and adults as well as rental opportunities for churches, families, and organizations. Camp Lebanon has a rich legacy of providing a "Meeting Place with God" to help the Church do the work of Christ. For more information visit www.camplebanon.org.

CONTACT: Send resume and cover letter to Greg Standafer gstandafer@camplebanon.org 320.403.9514