

ROWE CAMP & CONFERENCE CENTER
JOB DESCRIPTION
REGISTRAR/CAMP COORDINATOR

06/06

INTRODUCTION

Each person who works at Rowe helps to create the “Rowe Experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The atmosphere and environment provide an energy field that supports the work that is done in our programs. The vision is to create a professional, well-organized office that can provide personal service and help guests to feel known and respected. The loving service that we provide is reflective of who we are and what we value. In addition to office and registration responsibilities, the Registrar provides administrative support for Rowe Camp and for CU2C2 (Council of UU Camps and Conferences).

SUMMARY

The Registrar / Camp Coordinator is part of the office team, supports the registration process for all camps and conferences, and is responsible for coordinating all paperwork and administrative tasks for the camps, including completing criminal record investigation paperwork, sending camp directors and other staff camp packets for staff, completing the application for summer camp licenses, coordinating scholarship information, and any other paperwork/administrative tasks related to the operation of the summer camp. The Registrar is supervised by the Office Manager.

RESPONSIBILITIES

OFFICE RESPONSIBILITIES

1. Responding to all forms of communication: mail, e-mail, telephone, fax.
2. Telephone answering responsibility during business hours.
3. Support at registration
4. Customer service

CAMP COORDINATOR RESPONSIBILITIES

Provide administrative support for the operation of the camps as outlined below, or as directed.

1. Send early registration packets and camper packets
2. Registration process for all campers during the early enrollment period
3. Coordinate CORI / SORI and background check Process
4. Complete application for Camp License
5. Prepare for camp inspection by obtaining water tests, auto insurance binder, emergency telephone lists etc.
6. Coordinate camper and camp staff related paperwork
7. Available at camp registrations when needed

Provide administrative support to CU2C2 including:

1. Maintenance of database, including updating contact info
2. Sending out and keeping track of dues
3. Completing the mailing for the annual conference

QUALIFICATIONS AND EXPERIENCE

Skills Required: excellent word processing skills, computer literacy, friendly and helpful phone presence, good people skills, attention to detail, cheerful disposition, ability to stay focused and unperturbed in the face of constant interruption by phones and co-workers, multi-tasking ability a must.