

Registration Assistant
JOB DESCRIPTION
(Summer Position)

This is a seasonal, summer position, supervised by the Registrar.

The Registration Assistant provides support to the Registrar, working with camper registrations, and office support for Highlands.

I. QUALIFICATIONS

- a. To be a practicing Christian who seeks to follow Christ in her/his daily living and in interactions with other staff and guests (campers, parents, volunteer staff, guest groups).
- b. Ability to “multi-task,” handling a variety of inputs and responsibilities within a limited amount of time.
- c. Able to work independently, anticipate needs of guests and staff, and to organize office tasks. Practice hospitality in all aspects of work.
- d. Computer literate. Programs currently used by the camp include: CampBrain, Outlook Express, Microsoft Office
- e. Strong administrative skills and detail oriented.
- f. Accurate.
- g. Congenial, able to relate to others, having a servant’s heart (cf. Mark 9:35). Pleasant phone skills.
- h. Must be able to lift 50 pounds.
- i. Prefer that the candidate has a valid driver’s license, clear driving record, and be approved by our insurance company for driving Highlands’ vehicles.
- j. Able to see oneself as part of a team, a team-player.

II. RESPONSIBILITIES AND DUTIES COMMON TO ALL STAFF

1. Willing to place the needs of Highlands and its campers and guests above personal desires.
2. Exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and guest groups.
3. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
4. Have the health and stamina to perform in a high altitude setting. To accept living in a somewhat isolated area.

III. Essential Duties:

Under the supervision of the Registrar, the Registration Assistant will be responsible for the following duties:

1. Review registration and medical forms.
2. Answer the phone as assigned and during staff meetings.
3. Make follow-up calls to parents regarding registration materials, medical forms and payment.
4. Email/mail camp letters and other materials.
5. Prepare materials for camper registration and check out; and be available to work during camper registrations and check-outs.
6. Make trips to post office and bank for the office.
7. General office duties such as copying, mailing, etc.
8. Assist the Head Counselors with Evening Activity set-up, implementation, and clean-up each evening.
9. To give assistance in any phase of the ongoing operation of Highlands when need warrants and when assigned by the Registrar and/or Executive Director.
10. To joyfully give 100% effort to the job, understanding that it is all encompassing, requires far more than 40 hours per week, and to be mindful that its rewards far outweigh any inconvenience it may cause.

Benefits:

1. Salary
2. Room and Board
3. Accident Insurance (Workmen's Compensation)
4. Laundry Facilities
5. Staff Shirt
6. One day (24 hours) off per week