



Programs Registrar

The Programs Registrar is a part-time (non-exempt) member of the Programs Department of the Claggett Center and reports to the Programs Director. The Registrar shall further the mission of the Claggett Center through providing exceptional Christian hospitality through the coordination of participant registration and administrative activities including, but not limited to:

1. REGISTRATION (70%)
 - a. Facilitate effective participant registration for all Claggett programs, including maintaining accurate and secure registration databases, fielding registration related inquiries, and assisting with manual participant registrations as necessary.
 - b. Follow up with participants and parents to ensure that all required documents are completed prior to the start of session, including camper medical and release forms.
 - c. Prepare and disseminate accurate participant invoices. Coordinate with participants concerning the receipt of payments. Follow up promptly on the execution of payments of invoices.
 - d. Assist participants in accessing and completing scholarship applications. Process scholarship applications and keep records of scholarship funds used.
 - e. Compile all registration materials in the appropriate formats prior to each program.
 - f. Prepare rooming assignments and other relevant tasks.
 - g. Facilitate or delegate participant check-in for all Claggett programs.
 - h. Prepare all relevant record keeping and reporting of program registrations for business and financial purposes.
 - i. Prepare and analyze enrollment trends for marketing purposes.
2. ADMINISTRATION (20%)
 - a. Gather and prepare all necessary materials for the accreditation and licensing of summer camp.
 - b. Prepare and print program materials, including schedules for adult programs, name tags, etc.
3. OTHER (10%)
 - a. Work collaboratively within the broader Programs Department to vision and implement programs.
 - b. Support Programs staff at key Claggett programs, as necessary, including coordinating and troubleshooting event logistics and meeting participant needs.
 - c. Participate in appropriate staff meetings, training events, and leadership activities.
 - d. Fill in for or assist other Claggett Center departments as necessary.

Employment Terms

- Part-Time – approximately 960 hrs/year
- Hourly Rate commensurate upon experience; starting at \$18/hr
- Hybrid Work Schedule – typically 1 days onsite at the Claggett Center and 1 day remote per week
- Seasonal Flex Schedule – Given the significant registration and administrative needs of the overnight summer camp program, the employee will work a seasonal flex schedule:
 - September-April: 1.5 days per week (approximately 12-20 hrs/wk)
 - May-August: 3 days per week (approximately 24 hrs/wk)
- Employee may occasionally be required to reside overnight during key programming.

Qualifications & Requirements

The ideal candidate will have a natural talent for exceptional customer service and hospitality and have administrative experience. A background in church or camping ministry is desirable. Additional qualifications include the following:

1. Courteous, approachable, and responsive demeanor when working with the public.
2. Excellent written and verbal communication skills.
3. Functional knowledge of word processing and database management.
4. Experience working on website and social media content is desirable.
5. Creative approach to work and problem solving.
6. Self-starter that can work both independently and collaboratively.
7. Dependable, professional behavior with a responsible work ethic.
8. Ability to maintain the integrity of sensitive and confidential information.
9. Applicant should enjoy working in both an outdoor and office setting and working in a faith-based community.
10. Reliable transportation.
11. Willingness and availability to work the occasional weekend or evening as required by program schedule.