

Oregon-Idaho Camp and Retreat Ministry Camp Registrar – Job Description

- I. **Registrations –**
 - A. Processing Registration & CampBrain Database Administration
 - i. Data input
 - ii. Processing Funds
 - iii. Camper communication
 - B. Individual Camper assistance
 - i. Questions/Answers– telephone, email, letters,
 - C. Local Church Assistance
 - i. Questions/Answers
 - ii. Material distribution
 - D. Conference Scholarships
 - i. Church support/coordination
 - ii. Individual support

- II. **CRM (Camp & Retreat Ministry) and Site Support**
 - A. Flow of information between and among Site & Ministry Directors
 - i. Reports-
 1. Statistical reports
 2. Event Schedule coordination
 3. Site/Volunteer support
 - ii. Summer Milk Program
 - B. Hospitality support for sites without capacity to do their own.

- III. **Insurance**
 - A. Processing Health & Accident Insurance for sites
 - i. Quarterly reports to CIGNA
 - ii. Insurance claims
 - iii. Customer support

- IV. **Volunteer Management support**
 - A. Background checks database management of staff & volunteers
 - B. Filing & Database maintenance
 - i. Health forms
 - ii. Disclosure forms
 - iii. Background checks of staff and volunteers
 - C. Project volunteers (stuffing projects, mail distribution etc.)

Please answer the following questions and submit your answers along with your resume to campingjobs@gocamping.org.

- How do you envision living out our mission of “creating quality environments of Christian hospitality and learning” as registrar for Camp and Retreat Ministry?
- Please share what you have learned about teamwork in a previous work environment.
- Share a difficult “customer service” experience and what you did to work through the challenge.