

Nebraska Lutheran Outdoor Ministries

Job Description

Position Title: Registrar

Date: January 2019

Reports To: Director/Programs

Summary of Responsibilities

The Registrar is responsible for the registration systems of all summer camping programs and support for other special programs of NLOM. This position is also involved in the camper recruitment efforts of the team.

General Responsibilities

1. Day-to-day work with the Program Team to assist in summer camp programming as it pertains to registration processes and recruitment of campers.

Specific Responsibilities

1. Develop, manage, refine and facilitate all summer camp registration systems
2. Handle all summer camp registrations for Carol Joy Holling and Sullivan Hills
3. Ensure the completeness of all registrations including Health History Form
4. Monitor adult leader housing requirements for Confirmation Camp
5. Schedule all Day Camp reservations
6. Provide registration support for other programs as assigned
7. Field parent/pastor questions regarding camp registration process
8. During summer camp months, responsibilities include setting up registration and camper check-in, working with Site Coordinators on a daily basis, etc.
9. Work with the Program Team to conduct visits and relationships with congregations and other organizations to recruit campers
10. Serve as office support person to aid answering incoming telephone calls

Professional Expectations and Requirements

1. Adhere to the standards of the American Camp Association
2. Maintain the confidentiality of sensitive matters and materials
3. Adhere to NLOM's Code of Conduct
4. Thorough understanding of NLOM's policies and practices

OTHER DUTIES

As assigned by Director/Programs or Executive Director