2027 Summer Job Description

Job Title: Registrar Assistant

Classification: Temporary - Hourly. Up to 10 hrs/week March 1- May 31. 15-20 hours June 1-Aug 1

Position Purpose:

- This position works alongside the Office Coordinator and assists in completing the administrative tasks of Camp Conquest. This is a mission experience that contributes to the fulfillment of the objectives of the program ministry.

Essential Job Functions:

- Assist the Office Coordinator in the following tasks:
  - Reviewing camper registrations in online camp management system.
  - Preparing program materials and camper reports for each week of camp.
  - Check in Overnight Camp, and Day Camp each week.
  - Answering phone calls and communicating with parents, staff and guests.
  - Filing and data entry.
- Oversee the office when the Office Coordinator is not present.
- Travel to day camp check-in locations within 1 hour of camp.

Other Job Duties:

- As a member of the staff, you will assist with weekly preparation of the camp for the next group of volunteers and campers.
- Create and Publish posts on social media (optional).

Relationships:

- Communicating with the Office Coordinator and Program Coordinator will be critical. You will have the opportunity to work with volunteers and other staff. Maintain positive communication with parents via phone and email.

Equipment Used:

- Office materials, computer, phone. Software: Excel, Outlook, Word, Google Drive.

Qualifications:

- Candidate should be minimum 18 years old and be out of High School one year.
- Candidate should have the necessary knowledge, skills, and abilities that pertain to the position. Candidate must have and be able to communicate a relationship with Jesus Christ.
- Candidate must be able to honor the Camp Conquest Statement of Faith and Core Values.
- Candidate should be proficient in Microsoft Office, specifically Excel.
- Candidate must be comfortable with phone and email communication.

Physical Aspects of the Job:

- Candidate should be able to function in a natural, outdoor environment. Camp itself involves a lot of walking and requires good management of down time. Confidentiality required with handling personal information.

For more information about this position and the application process, please visit www.campconquest.org or contact Tim Kachel at tdkachel@campconquest.org or 717.336.2541

Tentative Schedule

M- 8am-11am – Day Camp Check-in.
Tu-3-7pm – Day Camp Calls
W – Off
Th- Any Time – Day Camp Call, process reports
Fri-2-6pm Process parent calls and questions in office during camper pick up.