



Registration Coordinator Job Description

The mission of GENEVA Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.

Status: Part-time, hourly

Hours: 24 hours per week, may require additional hours as needed

Reports to: Program Registrar

The Registration Coordinator's primary role is to work with the Program Registrar in support of Geneva's programs. Each team member will have specific areas of focus when it comes to their daily duties.

Responsibilities/Duties: Below is a general overview of responsibilities and desired qualities and not a description of the day-to-day activities.

Personal Characteristics Desired:

- Strong commitment to the Christian faith
- Commitment to the mission of GENEVA Camp and Retreat Center
- Engagement in a local church
- Ability to communicate in a clear, helpful, and hospitable manner over the phone, in person and via email
- Desire to continually update skills in the use of emerging workplace technology
- Ability to work cooperatively with others in a team setting
- Adapts well to change

Responsibilities:

- Assist the Program Registrar with all aspects of Summer Camp Registration.
- Lead the registration processes for non-summer, Geneva programs (Family Camp, Winter Camp, etc).
- Provide customer service support by answering incoming calls, greeting, and assisting guests who enter the main office area at the front desk.
- Process incoming mail
- Serve as liaison with church partnerships and Ministry Partner programs
- Provide database reports as needed
- Participate on the scholarship review team
- Partner with other staff to assist in joint projects between departments
- Provide support in areas such as camp store, arts and crafts, etc.

Experience/Qualifications/Necessary Skills/Knowledge:

- Demonstrate exceptional organizational skills and attention to detail
- Ability to establish and monitor priorities, maintain flexibility, and meet deadlines
- Proficient in/able to utilize computing technology, databases, and software
- Ability to manage multiple projects at a given time
- Demonstrate skills with a collaborative approach
- Work successfully with minimum supervision
- Ability to manage confidential information with sensitivity and integrity

Geneva invites people to step away from their normal daily rhythms and contemplate God's call on their lives. You will have the opportunity to provide an excellent and hospitable experience for campers, their families, and retreat guests. We serve in one of the most beautiful environments of God's creation on Lake Michigan with an energetic staff who gets a lot done and has fun while doing it.

How to pursue the opportunity further:

Learn more about the ministry of Geneva at www.campgeneva.org

Email your cover letter and resume to sherry@campgeneva.org