



"Reaching and teaching children for Jesus Christ through a traditional camping experience."

Open Position: Resident Camp Registrar

This position reports to the Indian Hills Camp Office Manager, providing service, leadership and development in all phases of Resident Camps to the point of becoming independent in their work. There is a high expectation of quality production and sincere ownership of work, including anticipating upcoming deadlines and needs, and addressing those efficiently, effectively and with confidence.

This position also works closely with all departments, managers and supervisors. Direction will initially be given through the Office Manager, but then progressively moved to working directly with all departments, staff, vendors and others as needed to facilitate an efficient process for execution.

Responsibilities

- Manage and act as Resident Camp Liaison with group leaders and IHC staff
- Relationships with partner organizations: maintain consistent communication with partners and all related organizations
- Plan, coordinate, implement and evaluate all guest bookings, activities and related documentation
- Assist in development and execution of strategic plans for growth and development of Resident Camps
- Promote and raise awareness of IHC Mission
- Liaise with various departments, project committees, agencies and service providers.
- Special projects and assignments as requested by the Office Manager.

Qualifications

Passionate celebration and ownership of the vision, mission, culture and purposes of Indian Hills Camp

- Born again Christian with a personal growing relationship and desire to serve Jesus Christ, as well as active involvement in a Bible-believing church
- Understand and be in agreement with IHC Statement of Faith, policies and philosophies
- Spiritual and emotional maturity with a daily walk above reproach, which includes family members
- Genuine love and concern for others
- Celebrate in the advancement of the gospel domestically and internationally
- Demonstrated business professionalism with respect for confidentiality and appropriate handling of sensitive information
- High level of productivity and comfort in handling multiple, conflicting priorities
- Strong organizational, planning and time management skills with the ability to make decisions and prioritize work with minimal supervision
- Ability to work in a fast-paced environment with challenging and changing deadlines
- Partner with those assisting and become an "owner", to the extent that you will do all that you are able to do to assist in ensuring the success of your leaders and Indian Hills Camp
- Trust in leadership, with ability to receive and implement directives with a teachable disposition

- Ability to adapt quickly to new computer programs and technologies; functional working knowledge of Microsoft Office – Word, Excel, PowerPoint, Publisher and Outlook
- Proven and quantifiable work related experience in an administrative capacity
- Effective management and care for guests in a variety of settings
- Communicate clearly in group settings
- Functional knowledge and experience working with cultural differences
- Knowledge of group dynamics and interpersonal relationship techniques
- Quickly establish relationships and gain trust with Group Leaders
- Anticipate and broaden camper interests, knowledge, and enjoyment
- Travel as needed
- Desire to enhance job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks
- Work flexible and/or overtime hours if required to complete assigned tasks
- Expressive but Focused Positive Personality a plus—with a “can-do” attitude

Additional Information

- Full Time or Part Time hours, depending on experience and skills
- Hourly Wages

Qualified applicants may forward a resume and cover letter with references (include three personal—no family—and three professional references with phone and email contact information) via e-mail, to the attention of Teresa at hr@indianhillscamp.com. We thank all applicants for their interest; however, only candidates selected to move to the next stage of the recruitment process will be contacted. Background check/clearance will be required and performed prior to start date. The above is a representative of the position as defined at this time.