



CAMP MICHIGAMME

Registrar/Bookkeeper

Detailed Job Description



Primary Function

To manage the day to day operations of Camp Michigamme registration, Ultracamp, scholarships, and communication with parents and campers. Oversee the books for Camp Michigamme.

Supervisor: Camp Director

Qualifications

- At least age 18
- Beliefs and lifestyle consistent with United Methodist Church values
- Dependable with excellent professional and positive communication and organizational skills
- Be able to demonstrate relevant administrative experience in a similar setting
- High level of computer skills including all MS office suite, database reporting experience, online camp software (training provided for Ultracamp)
- High school diploma required with 2 years college or additional job related training preferred
- Able to work with minimal supervision, with experience in supervising others preferred

Salary and Other Benefits:

Room and board are provided for all summer staff members in a community living environment as a benefit to their position. In addition to room and board, a weekly salary will be awarded based on a 6 day work week with 2 personal hours off each day and 24 hours off each week. The weekly salary will be decided by the C.D., DOE.

Primary Responsibilities

- Receive, record, and keep confidential camper registrations and payments, including information regarding tracking and invoicing the church portion expected payment of camp program fees.
- Handle confirmation correspondence and other information important to preparing to come to camp.
- Work alongside other staff and volunteers to provide for the safety and well-being of the campers.
- Work with Deans for each session in preparation for their arrival
- Communicate with the C.D. and administration to confirm numbers of campers on site at all times.
- Act as contact person for parents of campers to respond to their questions and concerns, referring them to the appropriate persons with whom to speak.
- Report to Camp Director on status of registrations and camper for the summer camp season.
- Produce statistical reports as requested by the C.D. and the Camp Michigamme Board of Trustees.
- Invoice families of campers prior to event for any balances due and end of season billing of local churches for their portion of outstanding camper fees owed by someone from their constituency.
- Ethically maintain the books for Camp Michigamme through checks, cash, deposits, invoices, and paying of bills.
- Oversee payroll for all staff on a two week basis.
- Inform the CD of overspending in the budget as soon as possible and inquire as necessary regarding funds and receipts.

Notes:

All positions at Camp Michigamme are "at will" positions. This means employment can be terminated at any time for any reason by the employer or the employee.

Contact Erica Thomas, Camp Director at director@campmichigamme.org or call 805-710-4752 for more information. Applications can be found at www.campmichigamme.org under the Employment tab.