



LA VIDA

ADVENTURE CAMP

[Camp Registrar](#)

Spend your summer making it possible for 10-15-year-olds to attend La Vida Adventure Camp by assisting them and their parents throughout the registration process. As Registrar, you will work throughout the spring and summer to document, process, and respond to all camp inquiries, primarily from camper parents. While growing alongside other members of the camp community, you'll gain experience and develop skills including organization, clear communication, and proficiency in the computer programs used by the La Vida Center.

Period of Employment: Mid-Jan. to May – part-time as needed/available, increasing as summer approaches Mid-June to August – roughly 30 hours per week

Vacation: Only by express permission of the Director (request specific dates on application)

Total Estimated Income (before taxes): \$6,500+ based on \$15.00/hour

Additional Benefits: Room and board available from early June to mid-August, computer skills training, Bennett Center and rock gym summer passes, outdoor company pro deals, numerous transferable skills, an amazing summer in an awesome community; First Aid and CPR training, if needed

QUALIFICATIONS

1. Completion of one year of college
2. Knowledge of CashNet, FileMaker Pro, Excel, and Outlook, and ability to organize effectively in each (or the ability to learn)
3. Ability to relate patiently, pleasantly, and effectively to students, staff, faculty, parents, and the public
4. Previous La Vida and camp staff experience preferred

EXPECTATIONS

1. Willingness to serve young people and parents with flexibility, patience, and love
2. Possess effective communication skills and be comfortable leading discussions and/or resolving conflicts with camper parents and staff
3. A passion for outdoor adventure activities and interest in how they can be used to develop young people
4. The maturity and desire to exemplify Christ-like character in one's personal life
5. A working knowledge of Scripture and a desire to learn and apply it in life and ministry
6. A growing relationship with Christ and participation with a local church
7. A strong desire to learn and develop as a leader
8. Knowledge of other La Vida programs, policies, important dates, etc.

RESPONSIBILITIES

1. Be the primary contact for communication with camper parents and respond appropriately and in timely fashion to all in-person, phone, and email communications

with camp parents and Gordon College staff

- a. Provide appropriate information or referrals for all incoming inquiries to the La Vida Center
- b. Greets and welcomes visitors to the La Vida House, manages the La Vida Center general phone line and voicemail, and maintains an orderly reception area in the La Vida House
2. Document, process, and organize camper registrations, payments, and records (via CashNet, FileMaker Pro, Excel, and physical copies)
3. Email confirmations of processed applications to camp parents
4. Organize applications by week, deposit due, allergies, and other pertinent information
5. Process/assist processing camper payments in CashNet system
6. Create physical folders for each camper, including registration, payments, medical and other required camp forms, and any other pertinent information
7. Keep track of camp enrollment and keep Director(s) apprised
8. Send reminder emails to parents regarding remaining requirements (balance due, forms required, etc.)
9. Send a reminder two weeks in advance to parents with relevant information about the upcoming session (Registration/drop off location, packing lists, itineraries, etc.)
10. Organize medical forms/information as necessary for Camp Doctor to view/sign, inform counselors of medical situations/allergies, and provide copies of off-site group medical forms to counselors
11. Organize camper groups (along with leadership) for the upcoming week
12. For Registration, on Friday, review latest emails and voicemails, prepare and print relevant materials (including extra blank forms), and double-check everything – then check again and adjust for changes early Monday morning
13. On Mondays, be setup at Ferrin Field for Registration by 8:20am with appropriate documentation and files (maintaining private information), prepared to personally communicate, complete, and record any remaining inconsistencies.
 - a. After Registration, revise computer records to match above, create an “Authorized Pick Up List” for the week, and advise leadership of unique drop off/pick up times
14. By Thursday, based on final groups, create a list of t-shirt sizes required per group
15. Work with the Director and/or Office Manager to deal with developments as needed
16. Coordinate with camp staff as needed to assist with processing registrations
17. Clearly communicate and demonstrate camp procedures
18. Be able to respond or assist in first aid and medical situations
19. Be an active member and role model in the camp living and learning community
20. Perform other duties and roles as assigned by the Directors or Office Manager
21. Observe camp staff, campers, and activities and be able to constructively evaluate and work towards improving camp (community, policies, procedures, paperwork, etc.)

Questions? Please contact the camp director at AdventureCamp@gordon.edu or [\(978\)867-4504](tel:9788674504). You can also visit our staff page (via the link below or the QR code) for more information.

<https://www.gordon.edu/adventurecamp/staff/>

