



We have an opening at the Jewish Community Center for a **Camp Registrar** to join our Day Camp team. This is a year round position located at our Chesterfield facility and is eligible for our full time benefits package. Our Camp Registrar works Monday –Friday (40 hours per week) and occasionally will need to support special registration events on a weekend.

SUMMARY: Position manages the registration process and provides administrative support to Day Camp. Focus on overall success of day camp experience, excellence of customer service and continuous improvement of our process.

RESPONSIBILITIES

- Work with Day Camp Director & IT team, to ensure Day Camp’s on-line registration is up to date, user friendly, and ready for the start of the registration every January. This includes a system of verification e-mails sent to families
- Process camp registrations in a timely fashion, contact families regarding any incomplete registrations, and follow agency guidelines of accepting no registrations without payment and ensuring no outstanding balances.
- Create and maintain an organized filing system of camper data as well as prepare camper information packets for camp director and camp nursing staff.
- In conjunction with and under the direction of the Sports & Recreation staff, assist with the Winter Youth Basketball program by processing registrations, communicating with families and coaches, collecting appropriate volunteer paperwork as well as other administrative duties.
- Work with Camp Director and Marketing Department to create a Marketing plan for each camp season. Yearly, prepare and update necessary camp documents and work with Camp Director in the creation of day camp brochure copy. Make recommendations of improvements to print materials, online information and or registration process.
- Make collection calls as needed; reconcile any collection concerns or payment plans with Accounting/Scholarship Coordinator.
- Process any payments following Accounting guidelines including preparing daily deposits.
- Develop and gather together mailing lists of returning and prospective campers; prepare orders for RICOH; assemble mailings while meeting deadlines for target mailing dates.
- Compile, prepare and run weekly reports and statistics for Day Camp.
- Prepare, update, and communicate rosters to Camp Directors. Provide timely updates of changes to ensure rosters are accurate on a daily basis.
- Answer customer inquiries and questions regarding day camp. Provide timely and accurate responses escalating situations as necessary.
- Provide limited administrative support as it relates to the Fox Building, including but not limited to inventory and ordering of office supplies and mail distribution.
- Supervise seasonal administrative staff person
- Follow J policies and procedures at all times; seek appropriate guidance if uncertain.
- Attend all staff and departmental meetings as required.

- Perform other related duties as assigned.

QUALIFICATIONS

- High School Diploma or GED is required.
- A college degree is preferred.
- Ability to complete multiple tasks and high volume of work on deadline.
- Ability to follow through on assigned tasks with limited supervision.
- Ability to work with all levels of an organization, with particular ability to communicate with potential campers and their families.
- Must have demonstrated proficiency using Microsoft Office Suite (Outlook, Word, Excel, Access, Power Point) as well as a track record of successfully learning new software applications. Prior knowledge of CSI is a plus!
- Attention to detail, strong organizational skills and accuracy are necessary.
- Prior customer service experience with demonstrated excellence is required.
- Must be able to independently apply and carry out policies and procedures within assigned area of responsibility.
- Commitment to agency mission.

To learn more about the J, please see our website: www.jccstl.org .

To apply for this position, please submit your resume, cover letter and completed application to careers@jccstl.org .

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.