

**GOLDEN CORRIDOR FAMILY YMCA
POSITION DESCRIPTION**

Job Title:	Registrar/Office Assistant	Reports To:	Business Manager
FLSA Type:	Non-Exempt	Branch:	Edwards YMCA Camp
Hours:	Flexible full-time hours summer including (4 hours) Sundays (6) & part-time hours fall through spring		

POSITION REQUIREMENTS

Office clerical experience with emphasis on Microsoft Word and Excel. Ability and willingness to learn camp related software. Ability to develop effective working relationships with staff as well as develop strong customer service relationships. Ability to take initiative and respond to variety of situations and manage several tasks and projects at same time with strong attention-to-detail.

PRINCIPAL ACTIVITIES

1. As initial contact for inquiries, responsiveness is critical. Answer phones, forward calls or take messages as appropriate. Respond to general camp emails or mail requests.
2. Process online or phone registrations, entering data into CampBrain, our camp registration software, and Daxko, our corporate financial system.
3. Facilitate camp waitlist movement by processing registration cancellations and changes through phone calls and emails.
4. Ensure all required camper forms are complete and camp balances paid. Follow up with households as needed to ensure 100% compliance.
5. Assist at opening day summer camp registrations on Sundays. Retrieve and distribute emails and mail daily (weekdays) for campers.
6. Process camper Trading Post money using CampBrain software. Create reports for weekly overnight and day camps.
7. Ensure registered groups have returned all required registration documents. Email reminders as needed. Update internal spreadsheet with follow up survey data.
8. Facilitate Family Camp counts by ensuring we receive timely headcounts.
9. Coordinate camper and guest lost and found. Mail or ship items to return.
10. Assist with fundraising activities as needed.
11. Order office supplies as needed. Maintain front office and storage areas to facilitate efficiency.
12. Assist with quarterly/annual Trading Post inventory and stocking/labeling as needed.
13. Update NBZ Program addresses to primary spreadsheet.
14. Assist supervisor with sending scans to corporate office and additional tasks as needed.
15. Maintain a professional, polite, and pleasing demeanor at all times.
16. Adhere to YMCA policies, procedures, and guidelines.

I have read and understand this job description and I am capable and qualified to handle this position.

Signature _____

Date: _____

Print Name _____