



## Part-Time Office Registrar

### About us

Camp Fire Georgia is a youth development organization that has been engaging youth through our summer camps, after school programs, teen leadership opportunities, and community events since 1923.

Helping young people become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We help youth discover the exceptional people they are, now!

Visit us at [campfirega.org](http://campfirega.org)! Email [employment@campfirega.org](mailto:employment@campfirega.org) with questions.

**Salary:** \$18 per hour

### Work Schedule:

- In-person work: 6 hours per day, 3 days a week.
- Flexible schedule within camp office hours (8 am - 6 pm).

**Work Location:** 92 Camp Toccoa Dr. Toccoa, GA 30577

**Duration:** Ongoing

### Job Overview:

We are seeking a dedicated and organized individual to join our team as an Office Registrar for our summer camp. The Office Registrar will play a crucial role in ensuring smooth communication, managing administrative tasks, and handling the registration process for campers. If you have excellent organizational skills and a keen attention to detail, we invite you to apply.

### Qualifications:

- Previous experience in office management, administration, or a related field.
- Excellent communication skills, both written and verbal.
- Proficiency in using databases and online registration systems
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Familiarity with camp operations or a similar environment is advantageous.

## **Responsibilities:**

- Communication and Correspondence:
  - Answer phones and respond to emails promptly, providing information and assistance to parents, campers, and staff.
  - Manage hiring correspondence, including applications, interview scheduling, and onboarding paperwork.
- Health Form Organization:
  - Receive and organize health forms as they are received by mail, ensuring completeness and accuracy.
  - Maintain an efficient filing system for easy retrieval and reference.
  - Send reminder emails and/or make reminder phone calls.
- Online Registration and Database Management:
  - Utilize the Configio database (training provided) to handle online registration duties.
  - Process camper registrations, ensuring accurate and up-to-date information in the database.
  - Troubleshoot and provide support to users navigating the online registration system.
  - Generate weekly summaries of registration data for the Camp Planning Committee.
- Administrative Support:
  - Assist in general office tasks, such as photocopying, filing, and maintaining office supplies.
  - Collaborate with other camp staff to ensure seamless coordination of administrative processes.

## **Application Process:**

Interested candidates should submit a resume, cover letter, and two professional references. We will accept applications on a rolling basis, until the position is filled. Applications can be sent to [employment@campfirega.org](mailto:employment@campfirega.org).

**Camp Fire Georgia is an equal opportunity employer and encourages candidates of all backgrounds to apply.**