Job Description

Position Title: **Registrar**
Reports To: Girls Camp Director
FLSA Status: Non-Exempt, Full-time, Regular
Date Prepared: 9/30/19

Mission

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

Position Purpose

The Registrar is a year-round position, responsible for maintaining ideal client relations and playing a vital role in the Program Team. The greater Program Team will collectively seek an ideal experience for all clients, parents, guardians, campers and participants in Miniwanca programs. The Registrar's primary purpose is to manage the relationship with the families and clients who care for the campers and participants in our National Leadership Conference, Summer Camps, and Open Enrollment programs from inquiry, and through registration and attendance of these programs.

Commitment to Equity and Inclusion

The American Youth Foundation enthusiastically welcomes staff and participants with diverse backgrounds, experiences, and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and changing for the better of all. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally and all are highly encouraged to apply.

Essential Functions

- Responsible for client relations for Miniwanca Camps, National Leadership Conference, and Open Enrollment Programs
- Provide clients with information pertaining to Miniwanca Camps, National Leadership Conference, and Open Enrollment programs, dates, prices, etc. as requested.
- Manage scholarship process for camps and NLC programs. Work with Directors to allocate funds from scholarship and Financial Aid and distribute Financial Aid letters to families.
- Maintain connection with scholarship clients and families, and other families in need of additional support through camper participation in programs.
- Manage all aspects of the registration process and the registration database (CampBrain).
- Maintain efficient digital filing system (CampBrain) that allows easy access to information: Registration, health, and travel forms.
- Work with Camp Directors to manage and support Opening Day Registration Process.
- Produce enrollment reports: Weekly reports tracking weekly activity, end-of-year summary enrollment report, roster of all participants and staff members at end of each program.
- Manage distribution of the camp handbook and forms to all participants in time to have forms completed and returned prior to program.

- Manage distribution of medical review paperwork to necessary participants in time for said participants to go through the medical review process. Manage the return of medical review paperwork and hand off to Program Directors.
- Collaborate with Transportation Coordinator and Four Trails Coordinator to schedule, plan, and communicate charter bus and flight logistics for participants arriving to and departing from Camps and Conference.
- Provide full time and seasonal Conference and Camps teams with appropriate reports.
- Assist in Reception Desk coverage.
- Assist the finance department with data entry and queries.
- Collect delinquent accounts for unpaid tuition/travel/shipping.

Reasonable accommodations may be made in order to enable a range of abilities to perform the essential functions.

Analytical/Interpersonal Skills

- Strong commitment to serving internal and external customers.
- Demonstrated interpersonal skills: active listening.
- Strong written and communication skills.
- Balance of office work with time in programs connecting with participants.
- Effective organizational skills, attention to detail and management of deadlines.
- Takes initiative on assigned tasks.
- Self-motivated, energetic, service oriented team player.
- Willing to expand knowledge and responsibilities.

Vision for all AYF Employees

- Show commitment to the AYF core values of best self, balanced living, safety, respect, responsibility, and inclusion.
- Support the organization's mission, vision, and ethics by displaying the following behaviors:
    - Integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability.
- Follow guidelines as described in AYF employee handbook.

Preferred Minimum Education, Experience and/or Certification

- One to three years' experience in office environment.
- Strong communication and interpersonal skills.
- Prior experience with youth or youth organization.
- Knowledge of office machines and Windows based software.
- Typing, bookkeeping, data entry experience.
- Spreadsheet experience.

Work Environment

- 8:30 AM to 4:30 PM Monday through Friday (with exception of summer camp schedule)
- Weekend work required seasonally.
- Primarily office environment.
- Business casual, appropriate attire for setting

Benefits

- Competitive salary and benefits package are available, including;
    - Health, dental, and vision insurance available
    - Retirement package
    - Tuition discounts for dependents

Non-Discrimination

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.