

Job Description - Camp Registrar

Qualifications:

Be mentally capable and willing to do the job.

The Camp Registrar is a volunteer position with no honorarium provided. The Camp Registrar need not attend camp, although a person who already has another job at camp may be appointed Camp Registrar.

The Camp Registrar need not attend camp planning or leadership training sessions but must remain in regular communication with the Camp Director.

Expenses for stationery, supplies and postage will be reimbursed through the Rock Lake United Church Camp Society's Treasurer.

If the Camp Registrar is not attending camp, then the normal screening process may be waived.

The Camp Registrar is responsible to:

- ensure that brochures and registration forms are ready for the announcement of camp;
- distribute brochures and registration forms to each Pastoral Charge within the East Kootenay Presbytery, other denominations and the general public, as directed by the Society through the Camp Director;
- to advertise the camp as directed by the Camp Director
- receive, acknowledge and process registration forms in an organized and timely manner;
- keep accurate records of all registrations;
- communicate regularly with the Camp Director to inform him/her of the number of registrants for the camp and transfer all registration forms to the Camp Director for the use of the Camp Nurse;
- submit all fees collected to the Treasurer and keep an accurate record of all money received for campers and issue income tax receipts that may be used for day care expenses.

If the Camp Director decides to bus the campers to or from camp, the Camp Registrar is responsible to:

- reserve the bus;
- find qualified drivers to drive the bus to/from the camp;
- find three people to ride to the camp with the campers on the bus (there are always leaders at camp who can return on the bus with the campers);
- in cooperation with the Cabin Craft Leader, prepare colour-coordinated name tags for each camper, leader & piece of luggage;
- organize a team for Camp Registration Day at a designated location to ensure that all campers are properly greeted and kept busy until the bus leaves;

- account for each camper on the bus and ensure that all gear gets to camp (if all the campers' gear will not fit on the bus then additional trucks, to and from the camp, must be coordinated).