



mount**hermon**
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Mount Hermon Association, Inc.
JOB DESCRIPTION

Registrar

Employment Category: Part-Time, non-exempt
August 2011

General Qualifications

A mature follower of Jesus, still growing and developing in their faith. Fully in accord with Mount Hermon's mission, vision, values and statement of beliefs. Of strong moral character and integrity.

Special Qualifications

This person has experience and knowledge in computer skills; organizational skills; typing skills, with reasonable accuracy and speed; and the ability to work with numbers and details. He or she interacts in a courteous and gracious manner with co-workers, guests, and others. This person has a flexible attitude and the ability to work directly with the public and staff in order to accomplish the total ministry.

Broad Responsibilities

Assist the entire Mount Hermon Association organization in realizing its goals of the evangelism, spiritual growth and physical refreshment of our guests. Serve guests by connecting them with specific Mount Hermon programs and events.

Specific Responsibilities

- Manage camp and conference reservations (by phone, mail, e-mail or in person), including initial contact, computer data entry, subsequent correspondence, confirmation, and final summary (closeout).
- Acquire a working knowledge of and assist with reservations for all other camps and conferences.
- Efficiently operate the Registration Office telephone lines and serve guests at the front desk.
- Prepare for and coordinate check-in for Mount Hermon-sponsored conferences.

- Maintain appropriate files and supplies.
- Assist in the training of and coordination of daily work for summer and part-time Registration Assistants.
- Publish documents and/or utilize technology as required to keep all departments advised of current status of camps and conferences.
- Act as receiving agent of money as directed by the Supervisor of Registration.
- Oversee orderliness of the Registration Office, informing Supervisor of recommended physical improvements and recommend purchasing of supplies/equipment.
- Serve as a member of the Marketing Team, assisting with special marketing projects on occasion.
- Assist at the front counter for check-in and throughout the conference for weekend and mid-week Guest Groups.
- Perform other duties as assigned by the Registration Supervisor.
- Work occasional evening and weekend hours during the non-summer months and regular weekend hours in the summer, with time off during the mid-week.
- Occasionally assist in the operation of the reception desk on an as-needed basis.
- Any other duties as assigned by supervisor.

Relationships

The Registrar reports to the Registration Manager.

Supervision

Requires periodic supervision; often exercises independent judgment and initiative.