LA VIDA
ADVENTURE CAMP

Adventure Registrar and Office Assistant

Spend your summer making it possible for 10-15-year-olds to attend La Vida Adventure Camp by assisting them and their parents throughout the registration process. As Registrar, you will work throughout the spring and summer to document, process, and respond to all camp inquiries, primarily from camper parents. While growing alongside other members of the camp community, you’ll gain experience and develop skills including organization, clear communication, proficiency in the computer programs used by the La Vida Center, and general office administration skills.

Period of Employment:
Mid-Jan. to Mid-August – roughly 30 hours per week. Could be made into two positions approximately 10-20 hours each Jan-May.

Vacation: Only by express permission of the Director (request specific dates on staff application form)

Additional Benefits: Room and board available from mid-June to mid-August, computer skills training, Bennett Center and rock gym summer passes, outdoor company Pro Deals, numerous transferable skills, an amazing summer in an awesome community; First Aid and CPR training, if needed

QUALIFICATIONS
- Completion of one year of college
- Previous camp staff experience desired
- Previous La Vida experience preferred
- Knowledge of, or the ability to learn, CashNet, FileMaker Pro, Excel, and Outlook, and ability to organize effectively in each

EXPECTATIONS
1. Willingness to serve young people and parents with flexibility, patience, and love
2. Possess effective communication skills and be comfortable leading discussions and/or resolving conflicts with camper parents and staff
3. A passion for outdoor adventure activities and interest in how they can be used to develop young people
4. The maturity and desire to exemplify Christ-like character in one’s personal life
5. A working knowledge of Scripture and a desire to learn and apply it in life and ministry
6. A growing relationship with Christ and participation with a local church
7. A strong desire to learn and develop as a leader
8. Knowledge of other La Vida programs and policies
9. Commitment to live in an intentional community for the purpose of personal growth and ministry to young people

RESPONSIBILITIES
1. Be the primary contact for communication with camper parents and respond appropriately and in timely fashion to all in-person, phone, and email communications with camp parents and Gordon College staff.


3. Email confirmations of processed applications to camp parents.

4. Organize applications by week, deposit due, allergies, and other pertinent information.

5. Process/assist processing camper payments in CashNet system.

6. Create physical folders for each camper, including registration, payments, medical and other required camp forms, and any other pertinent information.

7. Keep track of camp enrollment and keep Director(s) apprised.

8. Send reminder emails to parents regarding remaining requirements (balance due, forms required, etc.).

9. Send a reminder the week before to parents with relevant information about the upcoming week (registration/drop off location, packing lists, itineraries, etc.).

10. Organize medical forms/information as necessary for Camp Doctor to view/sign, inform counselors of medical situations/allergies, and provide copies of off-site group medical forms to counselors.

11. Organize camper groups (along with assistant directors) for the upcoming week.

12. On Fridays, prepare and print materials for Monday morning registration, double-check everything.

13. Before Mondays at 8:15am, have reviewed new weekend emails and voice messages.

14. On Mondays, be setup at Ferrin Field by 8:20am with appropriate documentation as well as extra blank forms, prepared to personally communicate, complete, and record all remaining inconsistencies. Also organize attendance of all files (maintaining private information).

15. On Mondays, continue revising computer records to match above, create an “Authorized Pick Up” master list for the week, and advise counselors/leadership of unique drop off/pick up times.

16. Based off of final groups, create a list of t-shirt sizes required per group by noon on Thursday.

17. Work with the Director and/or Office Manager to deal with developments as needed.

18. Coordinate with camp staff as needed to assist with processing registrations.

19. Clearly communicate and demonstrate camp procedures.

20. Be able to respond or assist in first aid and medical situations.

21. Be an active member and role model in the camp living and learning community.

22. Perform other duties and roles as assigned by the Directors or Office Manager.

23. Observe camp staff, campers, and activities and be able to constructively evaluate and work towards improving camp (community, policies, procedures, paperwork, etc.).

Questions? Please contact the camp director at AdventureCamp@gordon.edu or (978)867-4504.
ADDITIONAL LA VIDA REGISTRAR RESPONSIBILITIES (mid-Jan. through April 2019)

Reception:
1. Provide appropriate information or referrals for all incoming inquiries to the La Vida Center
   a. Greets and welcomes visitors to the La Vida House
   b. Manages the La Vida Center general phone line and voicemail
   c. Manages the lavida@gordon.edu email account
2. Maintains an orderly reception area in the La Vida House

Registrar for College Expeditions, Discovery, and ADK Groups and Individuals:
1. Oversees and promotes completion of Outdoor Education Core Requirement by all first-year students
2. Manages all registrations as well as confirmation packets and forms for College La Vida, Discovery, and ADK Groups and Individuals
3. Advises students in gaining OE CORE credit through Compass and Concepts of Wellness
4. Communicates with Registrar, Student Financial Services and Advisors as needed
5. Work collaboratively with Admissions Office to inform incoming students of the OE Core and the First-Year Experience fee.
6. Organize proposed and actual forestry use and utilizes information to process White Mountain National Forest Permit

Communication:
1. Manages reservation requests for the LA Vida House and ATC

Financial:
1. Completes deposits at a Cashier level in CashNet (shared with AC registrar)
2. Supervises all petty cash allowances for Discovery Instructors
3. Collects payment for ATC and La Vida House reservations
4. Tracks and implements charges/refunds for CE/DE drops/withdrawals and ADK Groups and Individual payments

Office Management:
1. Supervises the functioning of office equipment including maintenance needs and general upkeep
2. Maintains and organizes office supplies
3. Maintains La Vida Center computer databases, most importantly the FileMaker Pro databases

QUALIFICATIONS AND EXPECTATIONS
1. Soundly developed secretarial and clerical skills
2. Computer skills including word processing, data entry, desktop publishing, and ability to utilize or learn quickly how to use the FileMaker Pro system, Fleet Commander, and CashNet
3. Ability to relate patiently, pleasantly, and effectively to students, staff, faculty, parents, and the public
4. Administrative and managerial skills for a wide variety of tasks
5. Personal experience and an understanding of the philosophies and objectives of the La Vida Center of Outdoor Education