

registrar

Type: Year-round, paid position providing administrative support for campers, parents, guests and staff
Start Date: February 1, 2012

Bayside Camp is a non-profit, year-round Christian camp and retreat centre conveniently located minutes from downtown Halifax along the pristine lakefront of Third Pond. Whereas we welcome all ages to high-quality, life-changing camp experiences throughout the year our skilled staff are carefully selected with our campers and guests in mind. Staff are recruited not simply for their ability to perform their duties but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

The Registrar reports to the Executive Director and is responsible to provide administrative support required to operate Bayside efficiently. As a first connect position the Registrar will set the tone for our relationship with so many different people. From the new camper registering to the life-long supporter requesting information we strive to serve with the highest standards at Bayside.

This is a year-round position with part-time hours from the first of October until the end of May and then full-time hours during the months of June, July, August and September.

Responsibilities include:

- General management of the camp office
- Registration for camps, retreats and events
- Management of camp files as per privacy policy
- Book-keeping, including deposits for camp operation
- Coordination of guest services
- Correspondence, including phone calls, email and mailings
- Administrative support for Executive Director

Requirements include:

- Growing, personal relationship with Jesus
- Active member of an evangelical church
- Minimum of 4 years post secondary education
- Minimum of 2 years Christian camping experience preferred
- Ability to organize and plan with attention to detail
- Exceptional written and verbal communication skills
- Computer literacy, including experience with Microsoft Office and database software
- Previous experience using Quick Books software preferred
- Ability to actively contribute as a member of a team
- High energy, positive attitude
- Ability to take initiative and self-direct
- Available to work on-site at camp office in Sambro Head

Interested candidates with the listed requirements are asked to submit their cover letter and resume via email to ben@baysidecamp.org. While we thank all candidates for their interest only those receiving serious consideration will be contacted.



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