



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP AGQ REGISTRAR

– Ann Arbor YMCA

Location: 400 W Washington, Ann Arbor **Type:** Seasonal Full-time

OUR CULTURE

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. We are cause-driven. We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

POSITION SUMMARY:

Under the direction of the Camp AGQ Director and in accordance with the mission and purpose of the Ann Arbor YMCA and Camp Al-Gon-Quian, the Camp AGQ Registrar will provide an organized, systematic and efficient registration experience for all camp participants and be a positive point of contact for parents and staff. This position will manage the AGQ Camp registration process during the summer season, as well as many other camp related responsibilities.

ESSENTIAL FUNCTIONS

- Good communication and organizational skills are essential.
- Ability to manage and organize high volumes of camp registrations, mailings, information forms and inquiries.
- Answer & return phone calls in a timely fashion and take accurate messages.
- Explain camp policies and procedures to all staff and parents.
- Responsible for managing billing and customer balance dues, dealing with camp scholarships & receiving payments.
- Some weekend/evening work will be required, including the Camp Al-Gon-Quian bus pick up and drop off dates in June, July and August.
- Read and respond to YMCA communications daily.

QUALIFICATIONS

- Experience in office procedures, filing, answering telephones, photocopying, meeting the public etc. Ability to use MS Office programs.
- Ability to learn and use our camp registration software, CampMinder, within 2 weeks is required.
- Ability to work productively with others in a shared office environment.
- Ability to maintain confidentiality and handle sensitive camper information.
- High school diploma plus two years of experience required; college degree preferred.
- 6 months-1 year of experience required; 1 year or more preferred.
- Multi-lingual ability is a plus.

HIRING RANGE: \$10.92-\$12.29 per hour depending on experience

APPLICATION DEADLINE: April 22, 2019

APPLICATIONS TO: Katie Milne

Kmilne@annarborymca.org

Please submit Employment Application & resume.

ANN ARBOR YMCA BENEFITS:

Individual membership

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POSITION FACTS:

This position is scheduled to run from May 6 – September 13 or the closest applicable dates. Seasonal hours: approximately 30-40 per week.

FULL JOB DESCRIPTION IS AVAILABLE UPON REQUEST.