

Sacramento Camp and Conference Center

Job Title: Summer Registrar

Responsible to: Guest Services Manager

Status: Seasonal Hourly



Minimum Qualifications:

- Have a relationship with Jesus Christ and a passion for sharing God's love through everything you do
- Demonstrate a consistent walk with Christ
- Eager to know and love on the guests of this ministry as part of fulfilling the mission and vision of SCCC.
- Ability to be flexible and work with all staff, guests, agencies, etc.
- Agree with SCCC's policies and philosophies
- Ability to express a contagious passion for Christian camping and related ministries
- Ability to demonstrate wisdom and discernment in decisions affecting the safety of self, fellow staff, and guests
- Willingness to learn
- Ability to work alone and with others
- Have excellent organization and communication skills
- Show discernment and care with confidential and sensitive information
- Ability to work in a physically demanding rugged mountain environment
- Willingness to perform a wide variety of jobs
- Have flexibility pertaining to work schedule and type of work
- Minimum age of 18

Job Description:

Responsible for providing a warm and welcoming environment for all guests who enter the office and call the office phones. This position requires someone who genuinely cares about people and their experience at camp. This could mean, but is not limited to, answering questions and conversing with guests over the phone or in person, hearing guests' concerns and complaints and handling them with professionalism and care, and ensuring registrations are organized for each camp. This person should be able to provide an environment in which their faith in Christ is reflected in how they act, the way they treat people, and the standards they hold themselves to. Days are spent assisting guests with registrations, answering phone calls, greeting guests who enter the office, and operate the snack and gift shop.

Responsibilities Include:

- Provide safe and positive experiences for guests
- Handling all responsibilities related to camp registrations including, but not limited to, keeping a list of registrations for each camp up to date, communicating with Camp Deans about registration numbers and other requested information, assisting with check-in and check-out, and collecting payments from churches and families as needed.
- Performing various office related tasks including, but not limited to, answering phone calls, assisting guests who enter the office, sending contracts, and organizing files
- Operate the snack and gift shop
- Assist in other Sacramento operations as needed (housekeeping, washing dishes, etc.)