Camp Registrar Position Description:

Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment

The Camp Registrar reports to the Associate Director

Primary Responsibilities: Leads and drives the registration process for summer camp and family event enrollment, coordinating the process from inquiry through their camp experience. In addition, serves as the primary face and voice of Camp Henry.

The Camp Registrar position is primarily an administrative position. The Registrar is a vital member of the Camp Henry team, as they are often the primary point of contact and liaison between parents/families and Camp Henry.

The Registrar is one of the primary faces and voices of Camp Henry, warmly and enthusiastically greeting campers, parents, and families and having a smile in their voice when communicating over the phone.

The Registrar will work closely with Associate Director, Camp Administrator, Executive Director, Program Director, Summer Program Director, Guest Services Coordinator, and Food Service and Health Center Staff.

Camp Henry has experienced incredible growth and been very successful over the past several years. We have been able to invest over $10.5 million to significantly enhance and expand our facilities at camp.

In addition, we have had growing summer camp enrollment for several years in a row, serving over 2,200 summer campers in 2026. We anticipate that we will serve an additional 10,000 year round retreat guests this year – and we are already nearly sold out for the summer of 2027.

Our goal is to maintain our incredible positive momentum with our summer camp program and to continue to retain over 85% of our year round guest groups while also recruiting several additional new groups.

We are excited to welcome a new Registrar to join our year-round staff of 20 members as we look forward to challenging Camp Henry's potential and the exciting opportunities ahead.

Tasks and Areas of Responsibility:

1. Lead and drive the registration process from inquiry to camp completion follow-up for all summer campers and family event participants.
2. Oversee the process of communicating with all camper families prior to their time at Camp Henry.
3. Be a positive and joyful presence when working in the hub of Camp Henry's offices.
4. Warmly and enthusiastically greet campers and guests when they arrive at camp.
5. Respond to all forms of communication in regards to summer campers and family events, providing outstanding customer service: email, phone, mail, website, social media.
6. Build relationships with summer camp and family event participants.

7. Coordinate and be present for camper arrival/check-in days.
8. Oversee Camp Henry's scholarship program and assist campers and families with financial needs in being able to have a positive Camp Henry experience.
9. Primary point of contact for families for questions related to summer camp and family programs.
10. Maintain camp databases and registration events utilizing camp software.
11. Prepare and disseminate reports and information regarding campers and family guests (i.e. registration counts, cabin lists, health and dietary information) to the appropriate staff members.
12. Manage and monitor camper capacities and waitlists.
13. Process payments for camper and family accounts and manage payment plans.
14. Work to identify and recruit new summer campers.
15. Prepare all staff members to anticipate and exceed camper expectations.
16. Supervise additional staff members that assist with the registration process.
17. Record and communicate camper needs, special requests and concerns to program, food service, and health center staff - and ensure they are addressed in a timely and professional manner.
18. Help ensure that all ACA and State of Michigan standards and policies are known by all staff members and followed.
19. Seek opportunities to expand Camp Henry programs aimed at serving our core audiences – summer campers, youth groups, retreat groups, school groups, and family camps.
20. Develop and create materials and resources that can be utilized through Camp Henry's website and social media outlets.
21. Maintain and order office supplies.
22. Assist with Camp Store operations and Store accounts.
23. Serve as one of Camp Henry's hosts for year round guest groups during weekdays and occasionally during weekends, providing outstanding hospitality and guest services.
24. Ability to effectively communicate and navigate difficult conversations.
25. Connect and communicate with Camp Henry parents and other stakeholders.
26. Support Camp Henry's fund development efforts.
27. Support and foster Camp Henry's relationship with Westminster Presbyterian Church and its members.
28. Contribute in a positive way to the Camp Henry staff community.
29. Other duties as assigned.

Compensation

Salary	$36,000 with Housing $42,000 without Housing
Benefits	Employee Benefits ● Individual coverage for Health Insurance and Dental Plan ● FLEX or FSA plan available for employee to designate salary deduction for pre-tax medical expenses ● Earned Time Off (ETO), 18 days annually ● 8 paid holidays annually

	● Retirement contribution after one year of service Available at employee's expense ● Double or family coverage for Health and Dental plan ● Vision plan for any member of employee's family ● Life insurance ● Long Term Disability Insurance
Meals	Meals are provided by Camp when food service is provided for summer camp or retreat groups with more than 30 guests.
Mileage	Mileage provided when personal vehicles are used for work related driving at rate set by Westminster Presbyterian church - reflective of current IRS mileage reimbursement allowance.

We are excited to welcome a new **Camp Registrar** to join our year-round staff team. The start date for this position is flexible, yet our hope would be to have our new Camp Registrar in place by the end of 2026.

Interested applicants should send a cover letter and resume to Alysa, Associate & Communications Director, Alysap@camphenry.org