

**Camping Ministries of the Carolinas, Inc/Camp Fellowship**  
**457 Camp Fellowship Road | Waterloo, SC 29384 | 864-998-3400**  
[www.campfellowship.org](http://www.campfellowship.org)

**Job Title:** Administrative Assistant/Registrar

**Reports To:** Executive Director

**Status:** Part-Time, Non-Exempt (10-15 hrs./week)

**Revision:** February 5, 2022

**Scope of Position:**

To commit to and help fulfill the mission of Camping Ministries of the Carolinas, Inc. (CMC), representing CMC in a positive and hospitable manner, including all communications and interactions with guests, staff, and program participants. To provide for the organizational and administrative needs of the staff, program, and operations of CMC, including managing bookings/reservations, accounts payable/receivable, data systems and communications for the successful operation of a camp and retreat ministry.

**Responsibilities:**

1. Assist with general office and clerical work, including managing communications, coordinating schedules and meeting, preparing mailings, and other duties as assigned.
2. Serve as initial point of communication for Guest groups, program registrants, and others by answering and directing telephone calls and messages to appropriate staff, responding to email and other written correspondence.
3. Serve as registrar by receiving registration information/payments and or group contracts, processing registrations through CampBrain or other software, and insuring timely invoicing of contracts and registrations.
4. Serve as a link in financial processing system by receiving and organizing accounts payable/receivable for processing and assisting with other financial needs in support of the Executive Director, Bookkeeper and Treasurer.
5. Coordinate communications and reports of the Executive Director and the CMC Board of Directors, including taking minutes and preparing mailings, resources, and other items as requested.
6. Follow all organizational policies and procedures.
7. Actively participate in camp staff meetings and initiatives.
8. Maintain the Christian focus of Fellowship Camp & Conference Center, building the positive influence of the mission/ministry.
9. Perform any additional duties as needed or reassigned in the spirit of cooperation and teamwork required by all members of the Fellowship Camp & Conference Center staff to insure the mission/ministry goals and objectives are met.

**Qualifications/ Requirements:**

1. A demonstrated leader committed to and experienced in the dynamics of team ministry.
2. A self-directed, self-motivated individual who takes initiative and is open to change and innovation.
3. Proficiency in use and/or willingness to be trained in use of computer systems and office equipment, including but not limited to: word processing, spreadsheet, basic website editing, graphics and database software; basic management of social media platforms and website; photocopier, fax, digital recording and scanning devices, telephone and sound systems and other technology utilized in camp operations.
4. Ability to coordinate office services such as purchasing, payroll, filing and records control, and other administrative activities for Fellowship Camp & Conference Center.
5. Ability to interpret operating policies, exercising discernment and independent judgment in the resolution of administrative problems.
6. General knowledge of accepted office practices and generally accepted accounting principles.
7. Demonstrated and documented organizational and communication skills, verbal and written.
8. Relates well to children, youth and adults, guest groups.
9. Two-Year Degree or equivalent work experience required as ***minimum*** educational requirement with four years college or equivalent work experience preferred.
10. A clear background screening check.
11. Professional appearance, dependability, honesty, congeniality, and some work schedule flexibility.

**Work Type and Conditions:**

- Part Time with possibility of some evenings and weekends required, flex-time options,
- Office environment, with limited outdoor exposure in some situations.

Hourly compensation beginning at \$12-16/hr commensurate with experience and successful candidate's availability for service. The successful candidate will continue to develop skills and knowledge through participation in and attendance at conferences, seminars, webinars and other educational events with registration, travel and per diem funded by CMC as approved in advance by the Executive Director and being beneficial to CMC's program development.

**TO APPLY:**

Send cover letter and resume by email to [employment@campfellowship.org](mailto:employment@campfellowship.org) or by mail to:

Camping Ministries of the Carolinas  
Attn: HR/AD  
457 Camp Fellowship Road  
Waterloo, SC 29384