

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. Title of position: Camping Intern (weekend)
2. Classification: Seasonal Support Staff
3. Supervisor: Ian Hall
4. Responsibilities:
  - a. Overall purpose of position  
Assist the Camp Registrar in the accurate and timely registration of summer campers, which includes the performance of a variety of complex clerical and reporting tasks; in the application of accepted procedures to the preparation and maintenance of camping registration records; and in customer service toward parents and churches with camping questions.
  - b. Essential Functions
    - i. Enter registrations into the camping registration software
    - ii. Answer phones & emails, assisting parents/pastors as necessary with registration questions
    - iii. Assist with misc. clerical needs of the camping program
  - c. Supervision of staff/volunteers (if any)  
(none)
  - d. Workplace requirements
    - i. Office space at the conference center
    - ii. Computer with networking capabilities
  - e. Budget Accountability  
(none)
5. Qualifications required to carry out this position: knowledge, abilities, and skills
  - a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
  - b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
  - c. Ability and willingness to learn new registration software programs
  - d. Strong communication skills: writing, speaking, and correspondence
  - e. Relational skills that inspire trust from others
  - f. Ability for self-direction and motivation
  - g. Computer skills – Microsoft Office Suite, including Word, Excel, and Outlook