

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. Title of position: Camping Intern (weekday)
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. Computer skills – Microsoft Office Suite, including Word, Excel, and Outlook