

Position Title: Registrar

Terms: Full-Time Contract (15 months)

Compensation: \$2,876 per month

Deadline: Open until filled

Location: Arden, Ontario

Circle Square Ranch Big Clear Lake Ministry Opportunity

Circle Square Ranch-Big Clear Lake, in Arden Ontario, is seeking applications for the position of Registrar. **This is a contract full-time position for the period from October 1st 2022 to December 31st 2023.**

The Registrar will manage the summer camp registration system, ensuring that registrations are properly completed. They will communicate with camper parents by telephone and email, answering questions, sharing information about camp. The registrar will manage on-site registration when campers arrive for their week of camp. Like all staff, the registrar will participate in the spiritual life of the camp through participation in staff devotions and summer campfires, and may be asked to jump in to help in other areas of camp from time to time. The registrar will be required to raise some funds for this position.

Circle Square Ranch is a Christian camp, affiliated with Inter-Varsity Christian Fellowship of Canada. InterVarsity works children, youth, and young people, helping them to discover Jesus and grow in faith. Circle Square Ranch runs overnight camps for children in the summer months. Throughout the year, the Ranch hosts retreats church retreats, school groups, and other groups of Christian families and young adults.

Key Outcomes:

- Camper registrations are well organized.
- Communications with parents demonstrate that the ranch is a good place for them to send their kids.

Qualifications:

- Clear communication skills, especially in emails and phone calls.
- Excellent customer service skills.
- High initiative.
- Computer literate
- Experience using camper registration software, such as CampBrain, an asset.

Application Process:

Interested applicants are invited to email a resume and cover letter to ajohnston@ivcf.ca

Employment is conditional upon a clear police reference check. The successful candidate must be able to submit to InterVarsity's Code of Conduct and Statement of Faith. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however only those candidates selected to move forward in the recruitment process will be contacted.