



## JOB POSTING

### Registrar – Vancouver

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**JOB TITLE:** Registrar **START DATE:** Feb 2018

**REPORTS TO:** Senior Director of Operations / Director of Camp and Facilities

#### SUMMARY OF RESPONSIBILITIES

The Registrar is responsible for the overall administration of the registration programs for Clubs and Camp Potlatch. The role requires considerable communication with families to support them through the registration process. The position also assists with various administrative functions as needed.

#### JOB DUTIES

- Manages the online registration database (CampBrain).
- Communicates with families as needed to ensure that all Camp registrations are complete.
- Handles payment from families and negotiates Camp subsidies when needed.
- Assists Club Coordinators with entering Club memberships in CampBrain and tracking payments.
- Compiles Camp registration reports to assist in transportation logistics and on-site operations.
- Responds to questions and concerns from parents before and after their child's time at Camp.
- Generates reports and statistics for Camp and Clubs.
- Works with Finance staff in reconciling financial records.
- Assists with compiling results of outcome measurement and satisfaction surveys for Clubs and Camp.
- Supervises the Assistant Registrar and seasonal registration staff.
- Other related duties as required.

#### REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector).
- A post-secondary degree or diploma in office administration or related certification and one year of experience.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Experience with database management and report generation.
- Strong oral, written, and interpersonal communication skills.
- Excellent time management skills.
- Ability to work independently as well as effectively with staff across various sites.

**CLOSING DATE:** This position remains open until filled.

#### HOW TO APPLY

Please email a resume and cover letter to:

Registrar Hiring Committee  
jlee@bgcbc.ca

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contracted.