

Organizational Information Sheet

Camp Ghormley is a year-round youth camp and retreat center located in Naches, Washington.

Facts about Camp Ghormley

- Founded in 1939 as a ministry of First Presbyterian Church of Yakima, WA
- Ghormley is now an independent 501(c)(3) organization
- Located 30 miles WEST of Yakima, WA; within 3.5 hrs of Seattle, Portland, Tri-Cities, WA
- Serves nearly 1,000 campers a summer and 4,000-6,000 people a year
- Operates year-round; six year-round staff, plus 40+ staff during summer months



Who do we serve?

Over the course of the year, we serve youth and adults from a wide range of backgrounds. This includes, but is not limited to: summer campers, schools, churches (youth groups, men's retreats, women's retreats, church staff functions, etc.), businesses, family reunions, outdoor education, scrapbooking retreats, and more!

What types of programs and services do we offer?

- **Youth Camps**
 - Traditional co-ed residential camps for students entering grades 2-13
 - Waterski Camp (held on the shores of nearby Rimrock Lake)
 - Outdoor Adventure Camps
 - HS Leadership programs (SHIFT and OVERDRIVE – a three week leadership experience)
 - Fall/Winter weekend camps for Jr. High and HS students
- **Retreats**
 - Youth/Adult Groups
 - Businesses
 - Personal Retreats for those in ministry
- **Outdoor Education**
- **Family Programming**
 - Thanksgiving Day Meal (every other year)
 - Christmas Family Weekend (called Mt. Meadow Christmas)
 - Parent or Grandparent/Child Weekends
 - Family Camps (winter and summer)

Our Mission: Lives transformed by Jesus through exceptional camping experiences.



Camp Ghormley
640 Lost Lake Road, Naches, WA 98937
(509) 672-4311 · www.campghormley.com

Registrar/Admin Assistant Job Description

Camp Ghormley seeks a mature, Christ-like individual who is passionate about camping ministry and who is seeking a future in camp ministry. The position of Registrar will be responsible for overseeing the management and daily functions of the registration related tasks related to Ghormley summer camp and family programs. This position will be full time during the months of May to July, with consistent part-time hours during the months of August to April. Additionally, this position will be tasked with various administrative duties to assist in the overall function of our office environment on an on-going basis. **(Note: We are also accepting applications for summer-only applicants at this time).**

Benefits provided with employment

- Housing provided on camp property, if available (off-site commuting is also welcomed)
- Food provided when groups are in camp
- Competitive hourly pay
- Use of camp recreational equipment when available

Characteristics of the ideal candidate

- A strong and active faith in Jesus Christ; able to lead others spiritually and emotionally
- A bachelor's degree or relevant professional experience in related fields of work
- Previous experience in a Christian Camp setting
- Previous experience in customer service related positions
- Someone who feels called to camp ministry as a vocation
- Highly detailed and self-starting individual
- Must be able to routinely and efficiently manage multiple projects and deadlines
- Someone who thrives in collaborative environments
- Must be willing to work long hours during certain times of the year (especially the summer months)
- Strong customer service skills are a MUST; must be able to quickly build and maintain relationships
- Needs to be proficient in using desktop, database, and web-based applications (computer saavy)
- A true servant's heart; someone who anticipates needs and acts without being asked
- Someone who excels under pressure and is not afraid to have the spotlight of leadership on them
- Someone who enjoys learning new things and problem solving

Position Outcomes

The ideal candidate for this position is someone who has a background in camping ministry and customer service, and who is passionate about continuing Ghormley's legacy of amazing service to young and old alike. The ideal person in this position is passionate about working in behind-the-scenes environments and thrives in the areas of organization and managing a high volume of details and tasks at any given time. The ideal candidate thinks quickly on their feet and will strive to create and maintain systems that meet anticipated needs and provides timely and effective solutions for both customers and fellow employees alike.

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Job Title:	Registrar/Admin Assistant	Travel Required:	Infrequent; reimbursed
Department/Group:	Office (Reports to Guest Services)	Position Type:	Hourly; 15-25 hrs/week August 1 to April 30, 40-60 hrs/week May 1 to July 31
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	April 2, 2021
Salary:	Hourly pay; Starting at \$15/hr and up (depending on experience)	Posting Expires:	When position is filled
HR Contact:	Joel Whitehead – (509) 672-4311	Begin Date:	May 1, 2020
Applications Accepted By			
ONLINE: APPLY HERE	<p>Application period begins in early April and will remain open until position fills.</p> <p>Step 1: Submit job inquiry letter and resume to: joel@campghormley.com</p> <p>Step 2: Apply online by following link at left</p> <p>Once application is submitted, you will be contacted with notification of whether initial Skype/In Person interview will be granted.</p>		
Job Description			
<p>Duties include, but are not necessarily limited to:</p> <p>Answer phone – take and forward messages, respond to general inquiries, check phone messages.</p> <p>Respond to emails – respond to general inquiries, forward specific inquiries, complete and respond to requests in a timely manner.</p> <p>Monitor payment plans – set up in database, send payment reminders, communicate as payments fail, update card information as needed.</p> <p>Prepare mailing lists as needed.</p> <p>Train and supervise summer office assistant(s).</p> <p>Maintain database – remove duplicates, format contact information to consistent standards, create and delete records as needed.</p> <p>Organize and maintain filing system for camp documents (including saving copies digitally).</p> <p>Take notes at staff meetings.</p>			

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Administer camp scholarships – check for applications, respond to inquiries, determine amount awarded, update accounts, communicate with scholarship recipients from application to final payment.

Update website during summer season as needed (camp capacities, general information)

Communicate with Business Manager about totals received, payment transfers, credit card payments

Prepare and distribute reports as needed (statistics, items ordered, revenue, etc.)

Act as registrar for all Ghormley summer camps and non-summer family events. (only if in role year-round)

- Create/update registration forms for all Ghormley events (online and paper versions).
- Maintain communication with all registrants regarding payments, forms, reminders, etc.
- Create and distribute paperwork (forms, informational documents, email templates)
- Update capacities, waitlists, youth group lists, etc. for Ghormley events.
- Oversee check-in and check-out for events
- Prepare and distribute information about event registrants to other staff members as needed.
- Receive/process all payments for Ghormley events.

Secondary Responsibilities (only if in role year-round)

Occasional rental group hosting assignments during non-summer months (all staff share these opportunities throughout the year)

Serving in other areas of camp as needed (e.g. helping with dishes during an off-season meal, helping set up seasonal decorations, etc.)

Further details about the nature of this position will be given in individual correspondence with applicants.

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