

Organizational Information Sheet

Camp Ghormley seeks a mature, Christ-like individual who is passionate about ministering to youth and desires to spend a summer serving Christ in a beautiful environment.

Benefits provided with employment

- Food provided when groups or campers are on camp
- Housing
- Financial stipend provided (see Page 2)
- Use of camp recreational equipment when available
- Laundry facilities
- Basic First-Aid supplies



Facts about Camp Ghormley

- Founded in 1939 as a ministry of First Presbyterian Church of Yakima, WA
- Camp Ghormley is now a 501c3 organization
- Located 30 miles West of Yakima, WA; within 3.5 hrs of Seattle, Portland, and the Tri-Cities
- Serves nearly 600 campers per summer and 4,000-5,000 people per year
- Operates year-round; 7 year-round staff and more than 30 seasonal 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)
 - Adventure Camp
 - Fall/Winter weekend retreats for Junior High and High School students
- **Retreats**
 - Youth/Adult Groups
 - Businesses
 - Personal Retreats for those in ministry
- **Outdoor Education**
 - Public Schools
 - Private Schools
- **Family Programming**
 - Mother Daughter Retreat (every spring)
 - Thanksgiving Day Meal (every other year)
 - Mountain Meadow Christmas (every Christmas season)



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

Job Title:	Summer Camp Registrar	Travel Required:	Transportation provided during employment; car not required once you arrive on site
Department/Group:	College Summer Staff Leadership	Position Type:	Summer Employment Only
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	December 1, 2024
Salary:	Starting at \$600/week	Posting Expires:	When position is filled
HR Contact:	elliott@campghormley.com	Employment Dates:	June 2 – August 3, 2025

Applications Accepted By:

ONLINE:

[HTTPS://WWW.CAMPGHORMLEY.COM/GET-INVOLVED/SUMMER-STAFF/](https://www.campghormley.com/get-involved/summer-staff/)

Applications open in December and will remain open for this position until the position, or positions, are filled.
Once the application is submitted, you will be contacted with further instructions to move forward in the application process.

Job Description

POSITION DESCRIPTION

Camp Ghormley has a small team working in the office to help camp run smoothly. They work on the summer camp experience and registration and parent-camp relationships. The Registrar is part of this team and works on answering questions by email and phone, processing registrations, processing payments, overseeing check-in on the first day of each camp, and collecting and providing the necessary information about campers so that Camp Ghormley can provide them with a great week at camp.

This position is a behind-the-scenes job and does not directly invest in campers' spiritual growth. However, those campers would not be able to come to camp without a dedicated office staff. By answering the phone, the Summer Camp Registrar helps to create camp's first impression for many parents. Those parents decide if their child will come to camp. Being the friendly, professional voice of Camp Ghormley opens the possibility for that child to have an exceptional camping experience where they can meet Jesus and experience spiritual growth and transformation; this is the main goal of the Summer Camp Registrar.

Important Note: While this is an office job, it does not have normal 9-5 office hours. Like other summer staff team members, the Summer Camp Registrar will be required to work long hours. With new camp sessions starting every week, the office has firm deadlines for when work needs to be completed and this can make for late nights in the office.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

Responsibilities include, but are not limited to:

- Answering the office phone (answering people's questions or directing calls to the appropriate staff members).
- Answering basic emails.
- Sorting camper mail and distributing every day.
- Contacting parents of campers with missing information.
- Filing paperwork.
- Entering registration information into an online database.
- Overseeing registration, check-in, and check-out for each camp session.



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ESSENTIAL RESPONSIBILITIES/FUNCTIONS (CONTINUED)

- Representing Christ to parents through your attitude and actions.
- Going above and beyond to help parents with questions and assure them of camp's friendliness and professionalism (sending a child to camp can be scary enough without worrying about having the wrong amount charged to your card).

PREFERRED QUALIFICATIONS

- Previous experience working in a receptionist role

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail
- Strong organizational skills
- Strong written and oral communication skills
- Proficient with Microsoft Office and Excel
- Strong time-management skills

SUMMER STAFF SPIRITUAL EXPECTATIONS:

In order to foster a Christ-centered community and healthy spiritual environment, we ask that all staff adhere to these basic spiritual expectations. We are not asking for perfection but rather a heart and soul that is longing to be made into the image of our creator (Colossians 3):

- **Love (1 John 3:18)**
- **Above Reproach (Ephesians 4:22-24)**
- **Growth (2 Peter 3:18)**
- **Service / Humility (Mark 10:45)**
- **Encouragement (1 Thessalonians 5:10-11)**

We also ask all employees of Camp Ghormley to agree with our [Statement of Faith](#).

ADDITIONAL NOTES

When hired to work at Camp Ghormley as part of the summer staff, you must be willing to help in areas that are not part of your primary responsibilities, such as, but not limited to:

Dishes: We have volunteers and people assigned to do dishes, but they don't do dishes all the time.

End of the Week Clean Up: Once campers go home, camp must be turned over to prepare for the next camp or guest group. This requires EVERYONE's help. The more help we have, the faster it goes!

Work Projects: In preparation for summer camp and guest groups, you will be asked to assist in work projects. Work projects helps us go a LONG way towards making our camp more beautiful and safe. It's amazing what a team of people working together can do!

Please Note: Those applying for leadership roles must have a strong spiritual background and previous leadership experience. You play a key role in guiding the Summer Staff team and will be evaluated based on this responsibility. References will be required to complete a reference form and will be contacted by phone. Your application will not be considered until all references are verified.