

PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA INC.

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TITLE OF POSITION: Event Coordinator and Registrar

POSITION DESCRIPTION: The Event Coordinator and Registrar will serve as the primary contact between Cedarkirk and guest groups, churches, and parents. They will coordinate guest group events from the initial inquiry to the final invoice. This position will also facilitate the registration of all participants for PCCM Events, including summer camp. The position is a part-time, non-exempt position with the expectation of 25 hours per week.

ACCOUNTABILITY: To the Executive Director and PCCM Board of Directors

SPECIFIC RESPONSIBILITIES:

- Assist groups in planning retreat/events.
- Communicate with groups throughout the reservation process to insure that Cedarkirk has current information related to group numbers, setup and facility needs, and activities.
- Coordinate the details of each group's needs/arrangements and relate pertinent information at weekly staff meetings.
- Serve as the registrar for all Summer Camp and Year-Round Events, which includes confirmation of all registrations and coordination of registration processes.
- Maintain records of communications with guest groups and PCCM registrants including reservations, arrangements, and deposit and billing invoices.
- Be willing to learn and become proficient using the camp's registration software to schedule events and register campers
- Ensure that a guest group or PCCM event participant has submitted all required forms for participation in events and activities.
- Keep a single up-to-date calendar of events and bookings.
- Update the list of significant facility availability on the website.
- Proactively respond to email and phone messages in a timely fashion.
- Develop and maintain a database(s) for mailing, communication, and fund development.
- Keeps records for statistical reports related to summer camp and guest group usage.
- Respond to PCCM Board member needs and requests in relation to their duties.
- Learn about Cedarkirk's ministry, the summer camp program, activities available, and facility offerings.

QUALIFICATIONS:

- Person of Christian conviction, committed to the mission and programs of Presbyterian Camp and Conference Ministry and the Presbyterian Church (USA).
- Ability to communicate effectively the mission, programs, facilities, and event schedule of PCCM.
- Ability to be highly organized and maintain excellent customer service and communication skills
- A willingness to learn our registration software.