



NEW LIFE RANCH

FULL TIME

Reservations Registrar

JOB OVERVIEW

As the Reservations Registrar you drive the mission of New Life Ranch to proclaim the Gospel of Jesus Christ and equip believers for ministry forward through your behind the scenes work on reservations, registrations, and interactions with camper parents, and retreat group leaders. You are a part of a dynamic, service oriented, professional team that functions as the front-line of our ministry to parents and group leaders.

This position has a flex schedule throughout the year between Retreats and Jr. Camp reservation administration, with an increased time commitment during summer camp.

YOUR RESPONSIBILITIES

- General administration (including, but not limited to): answering phones, and assisting the team.
- Retreat reservation administration (including, but not limited to): assisting group leaders with booking, questions, registration, payments, discounts, etc.
- Jr. Camp reservation administration (including, but not limited to): assisting parents with questions, registration, payments, discounts, etc., processing scholarship applications, check in & check out, cabin assignments, and coordination with Jr. Camp Managers.

AS A PART OF FULL TIME STAFF

You embody our core values.

- Biblically based - Be committed to following Jesus, investing time in your spiritual growth.
- Focused on relationships - Be an encouraging and engaged member of our staff.
- Service to others - be open and excited to assist other departments when available.

You pursue growth. This could look like meeting with a mentor, engaging in our staff development model, attending conferences, or learning new job related skills.

EDUCATION & EXPERIENCE

A minimum requirement of a college degree and/or sufficient, relevant experience in administrative work as deemed necessary by the Reservations Manager.

GENERAL QUALIFICATIONS

- You are CPR certified (can be attained after hired).
- You take initiative in your work.
- You ideally have the ability to be flexible in your schedule.
- You have a positive attitude.
- You exhibit Christlike character and professionalism through all of your interactions.

ADMINISTRATIVE QUALIFICATIONS

- You are detail oriented, and organized.
- You have a basic knowledge of common computer programs (MS Word, Excel, Google Apps), and have the computer literacy to be able to quickly learn our registration software (CampBrain).
- You have the ability to multi-task and prioritize.
- You exhibit a professional, calm, and patient demeanor while communicating with guests/parents, especially when they are not..

ACCOUNTABLE TO: Reservations Manager & Admin Manager

COMPENSATION STRUCTURE

This is a full time missionary staff position. This means that while your salary is determined by experience and qualifications, New Life Ranch pays half of that salary, and equips you to then raise financial support.

BENEFITS

- Highly discounted health plan through Christian Healthcare Ministries, with an HRA.
- 2 weeks PTO after one year (1 week during your first year).
- 1 week PTO at Christmas every year as well as PTO days at Thanksgiving, New Years, and Easter (no federal holidays off).
- Casual, fun, and flexible work environment.
- Beautiful work location.
- An emphasis on staff development.
- Ability to eat at camp when meals are served to groups.
- On site housing or housing allowance.

DISCLAIMER: This job description is not meant to cover all activities and responsibilities. Subject to change.

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