



Summer Camp Registrar

Inter-Varsity Christian Fellowship, Pioneer Ranch Camp is seeking a registrar to serve in the Provincial Office, located in Sundre, Alberta.

Pioneer Ranch Camps has residential location in Rocky Mountain House and Sundre, Alberta. The Summer Camp Registrar responds to phone and email inquiries, registers campers, and provides administrative service for camp directors.

The registrar's responsibilities include:

- Communication and Reception
- Camper Registrations- Rocky & Sundre
- Database management
- Promoting Pioneer programs
- Management of the "Tuck Shops" (on-site clothing and candy store)
- Office Administration
- Administrative Support to Management

The successful candidate will possess:

- A passion for Christian ministry
- Strong administrative skills and experience
- A desire to serve as part of a team
- Strong communication skills
- Significant computer expertise
- Experience with Campwise Registration system and accounting background would be an asset.

Interested applicants are invited to forward a resume and cover letter by October 31, 2010 to: humanresources@pioneer camps.ab.ca

Note: A successful applicant must be able to submit to Inter-Varsity's Code of Conduct, Statement of Agreement and Risk Management and Procedure Policy. Employment is conditional upon receipt of a clear police reference check.

We thank all applicants for their interest; however, only those selected to move to the next stage of the recruitment process will be contacted. No phone calls please.