



## **Registrar Job Description**

<b>Position Title:</b>	<b>Registrar</b>
<b>Position Classification:</b>	<b>Part Time Hourly</b>
<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Supervisor:</b>	<b>Operations Director</b>

### **Job Summary**

The Registrar is hired by the Executive Director. Primary responsibilities include processing Summer Camp and Lutherhill Ministries Programmed Retreat Registrations, processing donor gifts, and general office work. Additional responsibilities as assigned.

### **Responsibilities**

#### Process Registrations – Summer Camp and Lutherhill Ministries Retreats

- Receive and process registrations
- Respond to registrants in a timely manner (e.g., confirm registration, answer questions)
- Monitor capacities
- Maintain Registration Database

#### Process Donor Gifts

- Receive and record donor gifts
- Maintain accurate donor files
- Prepare Acknowledgement Letters
- Assist with development efforts (e.g., mailings and events)

#### General

- Be knowledgeable and communicate Lutherhill policies and procedures as necessary
- Process mail daily
- Participate in regular staff meetings and periodic staff planning retreats
- Respect confidentiality regarding guests, donors and staff
- Other duties as assigned

### **Skills**

- Willingness to learn
- Ability to work in a team environment
- Self-motivated and takes initiative
- Organized
- Ability to communicate with and relate to a variety of people in a positive manner
- Bachelor's Degree preferred
- Computer literacy: able to use Microsoft Word, Excel, etc. and familiar with navigating software systems