

## **Jameson Camp Registrar Intern**

### Registrar Internship Duties:

**Goal:** Assist camp staff in ensuring a timely and smooth recruitment and registration of campers. Help to maintain positive relations with all camper families to ensure that campers are adequately prepared and informed about the camp.

These duties would be for the Spring semester. They begin in late January and last through the semester. Responsibilities include:

- Assist in contacting past camper families to encourage them to enroll for the 2010 summer sessions. Assist in making the necessary phone calls, sending letters and postcards and e-mails.
- Accompany staff on visits to local schools and service partners and in organizing recruitment sign-up events at local community centers and elsewhere to achieve the enrollment goals.
- Assist in registering campers in a timely and efficient manner ensuring the all the requisite paperwork and payments are obtained.
- Arrange free health examinations in coordination with recruitment events.
- Assist in maintaining up to date and accurate electronic and hard copy records for each camper.
- Draft flyers and newsletter articles as requested for referral agents to send to families
- Assist in collecting success stories and "testimonials" from campers to use for promotional materials.

**Organization Description:** Jameson Camp is a year round youth development center and retreat center located on the far Westside of Indianapolis. The organization provides summer camp and follow up year round activities for children.

**Duration and Hours:** Flexible hours with average work week not exceeding 15 hours.

**Supervision:** The intern would report to program Director and Community Liaison.

**Compensation:** We are a nonprofit organization and interested in recruiting Federal Work Study interns.

Depending on funding availability, we may be able to offer a semester stipend that would not exceed \$2,000.

**Qualifications:** Prefer candidates majoring in a camp-related or social services field such as social work, human resources or outdoor education but not a requirement. However, intern must have demonstrated experience in successfully completing tasks similar to those identified in the list of responsibilities. Strong organizational skills are an absolute must. Excellent verbal and written communications required. Interpersonal skills and ability to work as part of a team and take instruction is also required. Must be able to pass a criminal background check.

**Application Process:** Qualified candidates should submit their resumes with a cover letter that identifies their qualifications, related experience and reasons for wanting the position for the Spring semester placement. Please submit resumes by mail or e-mail. Please no phone call inquiries.

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