

## **Agapé + Kure Beach Registrar Job Description**

Agapé + Kure Beach Ministries (A+KB) is looking for a strong communicator and organized team member to serve as our registrar for summer camp, fall and spring programs, and retreat rentals. This team member often serves as the first point of contact for camper parents and all of our guests. The hospitality experience begins with this person and impacts Agapé + Kure Beach's mission of welcoming all people.

The registrar position is a 20-hour-a-week part-time position, with the possibility of growth and advancement as A+KB grows. This position primarily uses phone, email, and other online resources to be a remote work position. Any team member in this position will need to develop a good understanding of the physical site resources of Camp Agapé and, in the future, our site at Kure Beach and how our guests can best use them.

The A+KB Registrar will lead the A+KB team in...

1. high-quality front-end engagement with interested guests and camper parents.
2. the organization of summer registration and programs with regular reports on the current status in relation to established goals.
3. organization and communication of hosted ministry guests needs to on-site hospitality and program staff.

A+KB leadership is looking for a team member who can start immediately.

Responsibilities & tasks for meeting these goals include...

### **Organization & communication of guest needs**

1. Prepare and deliver pricing proposals for prospective guests.
2. Keep the Agapé Retreat Center reservations and usage calendar current.
3. Serve as the primary contact point for confirmed guests until a date is decided upon with the program and hospitality staff.
4. Organize information on upcoming guest groups for a seamless hand-off to the on-site program and hospitality staff.
5. Possess a solid knowledge of the facilities and opportunities at Agape Retreat Center and stay up to day on all changes.

### **Receiving and organizing summer camp and program registrations**

1. Serve as primary manager for CampBrain, Agapé's online summer camp registration platform.
2. Work with program staff to organize and communicate summer camp and fall and spring programs inside CampBrain and other registration and scheduling platforms.
3. Stay up-to-date on changes in the CampBrain platform.

### **Engaging with future guests, participants, and summer camp parents via phone and email.**

1. Communicate over the phone and email to plan with prospective guests how the Agapé Retreat Center facilities can best meet their group and event needs.
2. Communicate over the phone and email to respond to prospective program participants and camper parents' questions and needs.
3. Respond to general inquiries and questions received via phone and email.
4. Keep internal FAQ documents up-to-date and shared among A+KB staff.

### **Shared responsibilities as part of the A+KB team**

1. Practice good communication habits with colleagues and mission partners, both internally and externally
2. Participation in staff-wide initiatives which might lie outside specific responsibilities
3. Practice and encourage good self-care

### **Abilities & experiences a registrar should have**

- 1 to 2 years of customer and/or constituent service experience over the phone and email.
- Computer skills, including word processing, spreadsheet programs, and use of cloud storage to share documents.
- Strong writing skills for communicating information to guests, constituents, and colleagues.
- An outgoing personality over the phone and other digital communication to begin the Agape hospitality experience when someone calls.

### **Abilities and experiences it would be helpful for a registrar to have**

- Previous experience with CampBrain or other registration platforms.
- Previous experience at a camp, conference center, retreat center, or outdoor ministry.
- Conversational Spanish.

### **The shape of the job**

This is designed to be adaptable to be a remote or hybrid position. Office space at Agapé Camp & Retreat Center in Fuquay-Varina, NC, will be provided if the staff person prefers.

The person hired will need to attend an on-site orientation and establish regular times to visit the A+KB sites to remain familiar with the facilities. All other hours may be worked from home or in a remote location with internet access.

The staff person must be able to provide a quiet and distraction-free remote workspace if working remotely.

A+KB will provide the staff person with a dedicated cell phone line or VOIP phone number and a laptop. Internet service is not covered. Daily internet access must be between 5 to 25 Mbps.

The staff person and the Executive Director will determine weekly recurring hours to be publicly shared so A+KB constituents know when they can best get help during business hours.

The Executive Director supervises this position.

### **Compensation**

<b>Salary</b>	<b>\$15/per hour</b>
<b>Paid Sick Leave</b>	<b>52 hours per year</b>
<b>Mileage</b>	<b>IRS rate paid for approved work-related travel outside the scope of work</b>
<b>Meals</b>	<b>Access to all meals served on-site</b>

### **To Apply**

Email a resume and cover letter as one PDF file to Chandler Carriker at [exec@agapekurebeach.org](mailto:exec@agapekurebeach.org).

Applications will be accepted through April 15th, 2023.

Interviews will be granted on a rolling basis.

A+KB Ministries is looking to fill this position as soon as possible and may fill the position prior to April 15th, 2023.

Any questions regarding this position should be communicated to A+KB Executive Director Chandler Carriker at [exec@agapekurebeach.org](mailto:exec@agapekurebeach.org).

### **Non-discrimination Policy**

Agapé +Kure Beach Ministries, Inc. is an equal opportunity employer. We will not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, creed,

national origin, age, disability, veteran's status, sexual orientation, gender identity or gender expression.

### **About Agapé+Kure Beach Ministries**

Located on 624 acres in Fuquay-Varina, NC, along the banks of the Cape Fear River, Camp Agapé offers summer camp, staff-led retreats, and rental retreats for all. On the coast of the Atlantic in Kure Beach, NC the Faith Center (currently inactive) provides all guests a space to disconnect from the world and reconnect with creation and their spirituality.

Housed at Camp Agapé, the Agapé Center for Environmental Education hosts school groups and others throughout the year to discover the joys of nature and learn how to care for the environment.

Altogether this is Agapé+Kure Beach Ministries. Our mission is to call and gather all people to experience the Spirit through encounters with Christ, in creation, and in community.