



Camp Kieve Registrar & Coordinator

Summary

This position is an essential support for our summer camps. They are the face of enrollment and coordinate each family's experience from inquiry all the way through their camp experience. As Registrar, they collaborate with the Kieve Director and their counterpart at Wavus Camp to implement all tasks related to enrollment and family onboarding. As Coordinator they are responsible for year-round camp support and work hand-in-hand with our Office Manager and seasonal admin camp staff. They are integral support for summer camp and our broader programs.

Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

Qualifications

Bachelor's degree or significant nonprofit, school, or summer camp administrative experience required; proficient in Microsoft Office, Google Suite, and database management; capable multi-tasker who can learn new administrative systems; organized, diligent worker who is a clear communicator and collaborative team member. Self-starter with strong attention to detail; particularly in the form of data management. Proficient in all forms of communications with skills ranging from copy editing to event planning and organizing. A positive, solution-oriented worker capable of navigating a wide range of parent, camper, and staff concerns.

Responsible to: Camp Kieve Director

Primary Responsibilities

Registration & Enrollment: Execute all enrollment tasks, from initial inquiry through camp completion. Help draft and send camp correspondence, coordinate tours, and act as primary point of contact for families regarding their application, required forms, and questions related to camp — before, during, and after the session. Effectively communicate and navigate difficult conversations and be able to triage and delegate issues as they arise. Organize financial aid applications and collaborate closely with the Business & Finance Office for all enrollment related processes.

Family & Administrative Coordination: Be the face for year-round camp inquiries and administrative tasks. Draft and send campwide communications, coordinate camper travel, and help create all camp documents—ranging from awards certificates to Parents' Weekend schedules. Help to execute the wide variety of tasks necessary to run camp—including photo upload and organization, camp mail logistics, and answering phone calls and parent inquiries. Work to maximize the use of resources between Kieve and Wavus and work as an extension of the Kieve Director however needed.

Alumni & Events: Work with the Kieve Director, Wavus Camp counterparts, and the Advancement & Communications office to support alumni engagement. By interacting with all families, this role will help organize special events and will help identify community members who can meaningfully advance our mission. Be accessible to our families and alumni so they remain connected to camp.

Support of the Organization: Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Employees should believe in our mission and be ready to do work not specific to their job description in order to fulfill it.