

Registrar

Job Posting 06-19-18



WILDERNESS
AWARENESS
SCHOOL

We are an internationally recognized non-profit leading the way in transformational and educational experiences designed to deepen connection with natural and human communities. This fun, down-to-earth, all-ages nature school is looking for **a full-time Registrar** to join our team. Our ideal candidate is both detail-oriented and highly relational. They can speak passionately and accurately about our programs, set up programs in our registration tool, and dive into the details of waitlists, scholarship applications and enrollment numbers.

This job is for you if you:

- Are inspired by our mission
- Enjoy organization and paying attention to the little (and big!) stuff
- Love talking to customers about programs and registration details
- Are a highly effective communicator
- Prefer a consistent schedule: 8am-4pm at our office
- Are able to multi-task and work with a variety of details, programs and people
- Able to say “My plate is full.” and/or “I have capacity!”
- Have a positive attitude and are able to engage with a dynamic and creative organization
- Enjoy working in a progressive, relational, nature loving, community oriented team of dedicated and talented individuals

Programs at WAS: Summer Camps for 1900 kids ages 4-18 and school year programs for 300 kids ages 4-18. Weekend, Weeklong, and Yearlong Adult Programs.

Job Description:

Full time; 40 hrs/week; 8am-4pm(Mon-Fri) at our office in Duvall, WA

- 1.) Primary responsibility for managing our online registration tool
- 2.) Primary responsibility for answering phones and talking to customers
- 3.) Primary responsibility for managing Accounts Receivable

***See Job Description (below) for further details**

Compensation:

- Salary based on experience, \$32,000-36,000 annual salary
- 5 weeks paid time off
- Discounted or free Wilderness Awareness programs and professional training
- Connective, community minded work place
- Monthly stipend to purchase health insurance
- 3% salary retirement plan match

How to apply:

Mail or Email wasnet@wildernessawareness.org a complete application packet including:

1. Employment Application <https://wildernessawareness.org/about/employment>
2. Cover letter to Dan Corcoran, Adult Program and Outreach Director
3. Resume

Applications due by Tuesday July 3, 2018.

Start date is Aug 6th, 2018.

Dan Corcoran
Adult Program and Outreach Director

Wilderness Awareness School
POB 219, PMB 137
Duvall, WA 98019



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Wilderness Awareness School

Wilderness Awareness School, a 501(c)(3) not-for-profit organization founded in 1983, is an internationally-recognized leader in outdoor education.

Our mission is to help children and adults cultivate healthy relationships with nature, community and self.

Job Title:	Registrar	Start Date:	Aug 6 th , 2018
Direct Supervisor:	Outreach Director; Executive Director	Yearly Salary Range:	\$32,000-36,000; DOE

General Purpose:

Responsible for the organization and coordination of program registration for summer and school year programs. Responsible for providing excellent customer service to all stakeholders throughout the program registration process.

Responsibilities:

- Provides excellent customer service via phone and email throughout the registration process
- Maintains online cloud-based Registration Tool
- Primary person to answer phones for the school
- Serves as primary customer service contact for registrations
- Prints rosters, medical forms, sign-outs, diet/allergy information for program staff
- Sets up programs in the Registration Tool and coordinates with Program Directors as needed
- Reviews gear lists, confirmation letters, reminder emails, and communications for accuracy
- Creates and regularly updates registration “score card”
- Scholarships – manages applications; issues scholarships & VIP discounts based on budget from Directors (all except ALP and AOS)
- Checks and helps maintain website registration and scholarship related pages and links
- Works with Program Directors on Calendars, Google Groups, and Program information management
- Completes permits for monthly programs, school year potluck and graduation
- Works with Administrative Asst. to assist with registrations and communications around registration details

- Back up for Administrative Asst. with general office tasks (Ex: product sales shipping)

Accounts Receivable Responsibilities:

- Manage Accounts Receivable for all programs
- Manage knife sales and donations received through Registration Tool
- Reconciliation of registrations, checks monthly

Required Skills:

Education and Experience:

- High School Diploma/GED
- Previous administrative experience
- Knowledge of data and administrative management
- Knowledge of customer service and business principles
- MS Office Applications, cloud based applications and Internet Usage
- Direct experience with Wilderness Awareness programs is a plus

Key Competencies:

- Outstanding communication skills (oral and written)
- Excellent multi-tasking and organization skills
- Time management
- Has a passion for Customer Service; Warm and welcoming
- Attention to detail and high level of accuracy
- Has a passion for our mission of nature connection for all
- Integrity
- Professional in appearance
- Works well in a team