

Catholic Youth Organization – Camp Rancho Framasa
Registrar Job Posting

Catholic Youth Organization (CYO); Camp Rancho Framasa | Registrar | Nashville, IN

CYO Camp Rancho Framasa is seeking a Camp Registrar. This is a full-time onsite position at Camp Rancho Framasa in Nashville, IN, provided with some flexibility.

The Camp Registrar is responsible for delivering high quality customer service, inputting data pertaining to year-round program registrations, tracking payments, including collections and late payments. The Camp Registrar will also be called upon to manage the camp office and provide administrative support to the camping programs as needed.

The Camp Registrar is also responsible for ongoing regular correspondence with CYO Camp families as well as serving as the liaison between the camp and the CYO office.

Expectations and Experience

- Must possess an understanding of computer systems including Ultracamp, Microsoft Word, Excel, and Outlook, basic accounting procedures, keyboarding skills, and good business practices.
- Requires the ability to communicate effectively with a variety of customers as well as the ability to manage multiple tasks and deadlines with minimal supervision.
- Skills in working with families and providing timely customer service.
- A minimum of a 2-year degree or 2 years of experience is required.

Benefits

- Comprehensive Health plan
- Employer contributed HSA for plan participants
- FSA and Dependent Care FSA
- Dental Insurance
- Paid Vacation and Sick Days
- Life & Disability Insurance
- 403(b) matching

Interested Candidates

Applicants are asked to submit a résumé via email to: Pete Fasano pete@campranchoframasa.org