



**BETHEL HORIZONS FOUNDATION, INC - MADISON, WI**

**Job Description:**

Adamah Art Studios Registrar/Office Manager

**POSITION SUMMARY:**

The Adamah Office Manager position provides support to the Adamah Director of Bethel Horizons and assistance in daily activities in Adamah Art Studios operations. Serves to provide support for Adamah Art Studios in registration for workshops, workshop coordinating with rest of camp, and general administrative support while supporting Bethel Horizons mission to foster a better understanding of God, Self, Others and Nature.

**AUTHORITY AND RESPONSIBILITY**

The Adamah Office Manager is accountable to the Adamah Director for the quality and delivery of work produced. The registrar will work with other camp staff as needed for various tasks.

**HOURS:**

PART-TIME/FULL-TIME: Part-Time      LOCATION: Adamah Clay Studios - Dodgeville

HOURS PER WEEK: 25/week

COMPENSATION: Commensurate with education and experience

**MAJOR RESPONSIBILITIES:**

**Registration**

1. Registration for all Adamah workshops: Managing the registration spreadsheet (numbers registered, single room requests, cancellations, payments, ages of participants, dietary issues, roommate requests, etc.)
  - a. Registering people who cannot figure out on-line registration
  - b. Getting back to people about room availability
  - c. Sending health forms to people under 18
2. Managing Payments
  - a. Tracking who has paid and who has not paid for workshops.
  - b. Making sure payment is in for single rooms.
  - c. Adjusting people's workshop fee to adapt for leaving early or staying later
  - d. Informing people that a workshop is cancelled and reimbursing their money.
3. Being able to answer specific questions about the workshop content and schedule

### Marketing support

1. Mailing out printed brochures
2. Assist the Director of Marketing and Development with website maintenance and posting
3. Coordinate monthly Adamah advertising with our Director of Marketing and Development

### Workshop support

1. Coordinating with the Bethel Horizons' cook about meal size numbers and dietary issues of participants
2. Sending out a participant letter to each person who has registered

### General support

1. Keeping a database of emails and addresses of Adamah participants
2. Managing the minutiae of details, requests, concerns, complaints, etc.
3. Other duties as assigned

### **QUALIFICATIONS:**

- Willingness to work in an environment committed to bringing others closer to the harmonies of God, Self, Others and Nature.
- College degree and/or prior administrative experience preferred
- Experience with database and computer applications required
- Accuracy in the input and maintenance of database records
- Strong organization skills
- Able to work with difficult people in a positive manner
- Previous experience working with volunteers preferred
- Demonstrates a high level of quality customer service at all levels of interaction

**ABOUT BETHEL HORIZONS:** Bethel Horizons is a year-round facility located on more than 548 acres of prairie, forests, wet-lands and valleys bordering Governor Dodge State Park. Through its outdoor summer camp, retreat and event center, adventure courses and art education campus, it endeavors to develop and perpetuate a physical, social, intellectual, and spiritual environment which will strengthen and enhance the understanding of a person's relation to God, Self, Others, and Nature. Horizons is affiliated with Bethel Lutheran Church-ELCA, Madison, Wisconsin and accredited by the American Camp Association. It is a member of Lutheran Outdoor Ministries, an association of ELCA camps across the country.

### **To Apply:**

If interested in applying, please submit a cover letter, resume and 3 professional references to Jennifer Mally at [jennifer@bethelhorizons.org](mailto:jennifer@bethelhorizons.org). Position is open until filled.

