



Position Available:  
**Program Registration Associate**  
**Status: Part time, Permanent**  
Application deadline: February 17, 2023

Support Chippewa Nature Center's mission of connecting all people to nature by cultivating positive customer and participant experiences throughout the process of program registration and support.

**Job Summary:** CNC is seeking an organized, enthusiastic individual to join the team as a Program Registration Associate. This position offers the opportunity to support CNC's programs through scheduling, material procurement and other administrative duties. This associate will partner with the Director of Programs, School and Public Program Director and Camp Director to support programs in an efficient and effective way while providing outstanding service to both internal and external customers.

**Objective:** To support CNC programs through scheduling, material procurement and processing paperwork for programs.

**Duties and Responsibilities:**

1. Work with external customers via email, phone, and in person to schedule school, scout and public programs, camp sessions, birthday parties, rentals and outreach programs.
2. Process, print, and organize required paperwork for youth and public programs including attendance rosters, check-in forms, completion certificates, and health forms.
3. Manage waitlists for camp and registered programs.
4. Maintain a program scheduling database.
5. Organize and publish biweekly program schedules for staff.
6. Assist with the procurement of materials needed for programs.
7. Maintain strong relationships and excellent communication with program leaders.
8. Support special events and festivals as needed.
9. Attend biweekly staff meetings and other meetings as needed.

**Required Qualifications**

- Expertise in Microsoft Office applications including Word and Excel
- Experience working with databases (FileMaker Pro and Doubleknot are currently used)
- Skilled in basic computer operation and online navigation
- Strong written and verbal communication skills
- Strong organizational and creative problem-solving skills
- High school diploma or equivalent

**Preferred Qualifications (ex.):**

- 2 or more years' experience working in an office setting

**Status:** Part time, permanent

**Reports to:** Director of Programs

**Schedule:** 15-20 hours per week spread over 3-5 days, mornings preferred

**Start Date:** March 1, 2023. Flexible start date

**Compensation & Benefits:** Starting at \$14/hour, staff uniform, CNC membership, 20% discount in Nature Center Store, 10% discount on registered program member fee

**Application procedure:** Send cover letter and resume to Jenn Kirts, Director of Programs at [jkirts@chippewanaturecenter.org](mailto:jkirts@chippewanaturecenter.org) or 400 S Badour Road, Midland, MI 48640

**Application Deadline:** February 17, 2023

**Overview:** CNC is a nonprofit, environmental education organization. Its mission is *to connect all people to nature through educational, recreational and cultural experiences*. The 1,500-acre property includes woodlands, fields, ponds and rivers. CNC's facilities consist of a Visitor Center with a River Overlook, Ecosystem Gallery, Wildlife Viewing Area and more; an 1870s Homestead Farm complex; Nature Preschool; an arboretum and 19 miles of trails. Visit [www.chippewanaturecenter.org](http://www.chippewanaturecenter.org) for more information.

**Equal Opportunity Employer:** CNC is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, sex, sexual orientation, gender identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.