



Registration Manager Job Posting

- FLSA STATUS:** SALARY/FULLTIME/EXEMPT
- BENEFITS:** Health, Dental, Vision, Life Insurance available within first month, and retirement contribution available after 1 year of employment.
- SCHEDULE:** Office hours are Monday thru Friday, 8:00am-5:00 pm at our Branson, MO Office during off season, during camp season, some, must be willing to work Sundays, for opening day of camp sessions for 9 weeks.
- CLOSING DATE:** 12/31/2025
- INFORMATION:** Send resume and cover letter to human resources at allison@kaakamps.org

This role leads the Registration Team to ensure accurate camper registration and smooth operations. Key responsibilities include managing registration systems, refining processes, overseeing financial compliance, analyzing trends, and coordinating Opening Day activities. The Registration Manager also provides leadership, coaching, and performance feedback to team members.

Key Responsibilities:

- Lead and develop the Registration Team.
- Manage registration systems, forms, and workflows.
- Ensure accurate reporting and financial compliance.
- Communicate with internal departments and resolve registration issues.
- Oversee Registration Team's Opening Day operations and seasonal processes.
- Demonstrates strong customer service skills with a focus on responsiveness, professionalism, and client satisfaction.

Qualifications:

- Associate's degree in business and/or multiple years of office experience preferred.
- Strong organizational, problem-solving, and communication skills.
- Proficiency in Excel and other areas of Office365, including experience with forms and recordkeeping a plus.
- KAA is willing to start this role as an Assistant Manager, with the opportunity to advance into a Manager position through structured training and proven performance for the right candidate.

Schedule:

- Off-Season: Monday–Friday, 8:00 AM–5:00 PM.
- Camp Season (May–August): Sunday–Thursday; on-site required Sundays and Tuesdays.



Registration Manager Job Posting

Why Work at KAA?

At Kids Across America, we are passionate about transforming lives through unforgettable camp experiences. As part of our team, you'll work in a mission-driven environment that values leadership, collaboration, and personal growth. You'll play a vital role in creating life-changing experiences for campers while working alongside a supportive and dedicated team.

Required knowledge, skills and abilities

1. Self-starter with the ability to gather, assemble, correlate, and analyze facts and strong organizational skills with an aptitude to deal with many different levels of personnel.
2. Utilize problem-solving skills, exercise judgment, and make decisions in performing job duties with an ability to relate across cultural, age, and social-economic barriers while exercising patience and diplomacy in dealing with fellow employees, vendors, and clients of the KAA.
3. Able to exercise initiative to work independently without supervision and understand and follow written and verbal instructions as well as effectively handle and maintain restricted and confidential information in a professional manner.
4. Proven ability to communicate clearly and professionally, follow directions, and maintain confidentiality regarding camper and company information.

Licensing and Certifications

- Must possess and maintain a valid Motor Vehicle Operator's license and be insurable under Kids Across America insurance coverage when operating a KAA vehicle.

Miscellaneous Requirements

- Must be at least 21 years of age.
- Must be able to pass a background investigation.
- Knowledge of summer camp and non-profits would be a plus.

KAA Mission: To build Christian Leaders by Encouraging, Equipping and Empowering urban youth and their mentors through camping and education.

KAA Vision: Transforming Urban Youth to Impact their Communities for Christ