



**Schlitz Audubon**  
Nature Center

## REGISTRAR POSITION DESCRIPTION

### OVERVIEW

Schlitz Audubon Nature Center's mission is to conserve our land's diverse habitats on Lake Michigan and provide meaningful experiences and environmental education for all. Located nine miles north of downtown Milwaukee on the shore of Lake Michigan, the Center offers six miles of trails that take visitors through 185 unique acres of forests, wetlands, prairies, ravines, bluffs, and shoreline. Each year, Schlitz Audubon reaches over 161,000 community members and nearly 20,000 children participate in our nature science programs. Over 155 preschoolers are enrolled throughout the school year in our nationally recognized Nature Preschool. In addition, thousands of adults and families attend a variety of environmental education programs. The Center's education building / visitor center received the first Gold LEED certification award in Wisconsin. Schlitz Audubon is an Equal Opportunity Employer (EOE).

### PURPOSE OF THE POSITION

The Registrar is responsible for processing-program registrations for individuals and groups for Schlitz Audubon Nature Center's programs and events. These programs include school and homeschool programming, birthday parties, scout groups, community outreach, group visits, raptor programs, and summer camp, and may be held at the Center or off-site. Exemplary customer service is critical to this role. The Registrar will work closely with Schlitz Audubon's marketing department to communicate program details and promote educational opportunities to help increase registration. This position reports to the Director of Education.

### ESSENTIAL FUNCTIONS

- Create effective and efficient processes for handling a variety of program requests and registrations
- Responsible for registering all Schlitz Audubon school programs, both on-site and off-site
- Oversee annual summer camp registration, including coordinating the process and supporting communication
- Maintain and oversee master calendar to ensure room and staff availability for programs
- Handle off-site speaker and outreach requests
- Handle scout and birthday booking requests
- Handle Raptor Program bookings for schools, organizations, individuals, and weddings
- Schedule non-school tour groups

- Invoice and manage payments for all bookings, assist with record keeping, send correspondence to booking individuals and groups
- Manage all school scholarship requests, solicit scholarship programming as needed, and maintain scholarship documentation, ensuring that annual scholarship goals are met
- Assist marketing with maintaining and updating and education-related pages on website
- Create and maintain online forms for collection of registration and child information
- Produce monthly reports that summarize annual financial and attendance records
- Track annual Center-wide reach for marketing and development purposes
- Work closely with marketing team and educators to proactively communicate and promote programs
- Collect and analyze data to propose data-driven decisions regarding best use of resources
- Other duties as assigned

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree
- 1-2 years experience working in a related field
- Strong written and oral communication skills
- Excellent customer service skills
- Strong database management skills
- Proficiency with WordPress and online form builders
- Must be able to maintain confidentiality of sensitive information
- Strong organizational skills and attention to detail
- Demonstrated problem-solving skills
- Ability to manage multiple priorities and anticipate needs
- Proficiency with Microsoft Office Suite
- Ability to work effectively in a team environment
- Commitment to Schlitz Audubon's mission

### **HOURS**

Full-time, non-exempt 40 hours/week

### **TO APPLY**

Send cover letter and resume to Tom Finley at [tfinley@schlitzaudubon.org](mailto:tfinley@schlitzaudubon.org) with "Registrar Position" in the subject line.