

# JOB DESCRIPTION



**Position Title and Age Requirement:** Office Assistant, 18 years old by June 1, 2020

**Job's Time Frame:** June 15-August 5, 2020

**Compensation:** \$150 flat rate for Staff Orientation and Training Week; \$190 per camp session; room and board available as part of the compensation

**Reports To:** Camp Registrar

**Key Work Relationships:** Day and Resident Camp Manager, Program Director

## Position Summary

The Office Assistant's responsibilities include, but are not limited to, registrations, sending and receiving email concerning summer camp, setting up, managing and running the Camp Store, distributing camper & staff mail, scheduling, finalizing and printing weekly reports, creating newsletters, processing camp evaluations, and assisting with various paperwork.

## Key Job Functions

- Set up and manage Camp Store
- Sending & receiving mail and emails as directed
- Pre-check and distribute camper mail daily
- Distribute staff mail daily
- Run weekly reports
- Create & distribute newsletters
- Process camp evaluations
- Prepare camp folders for counselors with necessary documents
- Participate in evening activities and open Camp Store
- Attend morning meetings along with Sunday afternoon & Friday evening meetings
- Assist Program Director and Camp Registrar with various paperwork
- Other tasks that contribute to the smooth running of the ministry and a great camper experience

## Experience and Qualities

- Experience in using computers, email, printers, and various office equipment
- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Dedicated
- Creative and innovative
- Organized and timely
- Responsible and reliable, demonstrates high level of integrity
- Independent, takes initiative, and flexible
- Endurance and perseverance

## Working Conditions and Physical Requirements

- Must be able to maintain leadership and emotional stability while completing tasks, sometimes with little sleep and under stress
- Ability to stay energized from early morning till evening maintaining a positive attitude
- Must be able to stand and walk for extended periods of time, and be comfortable working outdoors
- Must be able to lift up to 50lbs

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements. All indicated qualifications, duties and requirements are essential job functions for purposes of the Americans with Disabilities Act (ADA).*