

Ranger Lake Bible Camp

Job Description

POSITION: Office Assistant

Rev Date 04-06-2018

RESPONSIBLE TO: Finance and Retreats Director

JOB SUMMARY

The office assistant is the first point of contact for most campers and their parents. This person responds courteously and quickly to camp inquiries, aids in oversight of our tuck shop, oversees camper check-in, and provides office support to our full-time staff team.

ORGANIZATIONAL STRUCTURE

- Reports to the Finance and Retreats Director
- Oversees camp staff while they are on duty in the tuck shop and check-in queue

PERSONAL REQUIREMENTS

- Growing in their relationship with God
- Willing to work flexible hours
- In agreement with One Hope Canada's statement of affirmation

SKILLS

- Experienced with word processing programs, such as MS Word, MS Excel, Apple Numbers, and Apple Pages
- Able to type a minimum 35 words per minute
- Quick to learn new computer programs
- Able to clearly communicate by phone and in person with campers, staff, and volunteers
- Good at organizing and preparing paperwork and financial documents
- Familiar with a couple camp activities and is able to supervise or teach said activities

DUTIES

- Answer phone calls, emails, and other communiques, responding to or forwarding inquiries appropriately
- Assign campers and staff to cabins
- Prepare and utilize appropriate documents for camper check-in, providing oversight to the event
- Aid in Tuck Shop administration
- Aid with spring retreat group activity instruction, as needed
- Other duties as assigned