

Ranger Lake Bible Camp

Job Description

POSITION: Office Assistant

Rev Date: 02-26-2019

RESPONSIBLE TO: Executive Director

Job Summary

Under the direction of the Executive Director: Oversee camper registration and check-in, assist with fundraisers and donor relations, and provide administrative support where necessary

Primary Objectives:

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, especially children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry by overseeing summer camp registration, assisting with fundraisers and donor relations, and providing administrative support to full-time staff.

Qualifications

- A mature and growing Christian
- In agreement with One Hope Canada's articles of faith and doctrine, code of conduct, and content of RLBC's mission statement
- A good role model that relates well with others
- Self-motivated with a strong work ethic
- Excellent interpersonal/communication skills
- Able to work flexible hours
- High organizational ability
- Proficient in managing databases through using digital spreadsheets

Specific Responsibilities

These statements reflect this position's principle function and do not describe all work assignments inherent in the job.

Communication

- Send and receive general camp communication including telephone, e-mail and written communication, forwarding information appropriately
- Oversee the creation and distribution of newsletters
- Regularly send thank-you cards to donors, including monthly donors
- Send daily prayer emails to prayer team in the summer and weekly in the winter
- Communicate with retreat groups prior and after their respective retreat dates

Organization

- Administrate the camp's contact database, organizing supporters, volunteers, staff, etc. in appropriate groupings
- Aid camp directors in processing staff applications and booking church tour locations
- Administrate camper registrations, including cabin assignment and finances
- Oversee summer camp check-in each Sunday at campsite
- Attend necessary training sessions to develop skills and to enhance responsibilities, including One Hope Canada missionary conferences and orientation
- Be flexible to assist in other duties as assigned by the Executive Director

Terms of Employment:

- Will work hourly to a maximum of 20 hours weekly
- Starting wage is commensurate with experience and education; base wage starts at \$12/hour
- Must maintain a cell phone with Canadian voice and data plan
- May work from Saskatoon office in winter months
- Must be at camp every Sunday (or camper check-in day) to oversee camper check-in
- Immediate family members may receive one complimentary week of camp each, at the discretion of the executive director
- Must have a valid driver's license