

Spruce Lake Ministries ~ Spruce Lake

Youth Ministry Office Assistant

Type: Seasonal / Salary/ Non-exempt

Department: 040 Wilderness Camp SL

The Office Assistant is responsible for office and clerical functions in the day-to-day operation of Day Camp and Wilderness Camp, including the registration processes, mailings, e-mails, routine and non-routine responsibilities.

Youth Ministry Team Prerequisites:

- Have a Christian commitment that exemplifies the camp goals and is in line with the statement of faith.
- Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry in camping is achieved through the witness of the Christ-like lives of the team.
- Be spiritually mature enough to take initiative in using the resources available to grow and to encourage others to grow in their relationship with Jesus Christ.
- Be emotionally and socially mature enough to relate to and cooperate with others in the camp community.
- Learn and uphold all camp policies and guidelines as outlined in the team manual and other appropriate area manuals.
- Possess the integrity to faithfully fulfill the commitment of service agreed upon in a positive manner.
- Be flexible enough to assist in other areas as needed.

Accountability: Accountable to Office Manager

Qualifications

- Must be at least 18 years old.
- Strong interpersonal, communication and organizational skills.
- Experience with basic office functions and computers (i.e. word processing and databases).

Physical Requirements: Good physical health to meet demands of camp environment.

Essential Responsibilities

- Meet regularly with the Office Manager to set priorities.
- Oversees the operation of the camp office and clerical tasks as directed by the Office Manager.
- Assists with the registration and de-registration process.
- Answers the phone and follows up with any messages or contacts.
- Relates to parents in a courteous, professional manner.
- Prepares outgoing mail and distributes incoming mail.
- Notifies the Office Manager if inventories are low on office supplies.
- During training, he/she assists in work projects and participates as an active learner in sessions as schedule permits.
- Becomes familiar with the camp software and the camper registration process.
- Occasionally runs camp related off-camp errands (i.e. camper transportation to doctor, camp shopping, etc.).
- Fulfills camper supervision responsibilities when assigned.
- Assists with the Trading Post as needed and notifies the Office Manager if inventory items are low.
- Manages camper spending accounts and balances.
- Participates in Fireside services and other all-camp activities as the work schedule allows, if living on-site
- Other duties as assigned by supervisor.