



VOLUNTEER RESPONSIBILITIES

OFFICE ASSISTANT

RESPONSIBLE TO: Office Manager, Support Staff Team Leader

RESPONSIBILITY: To achieve camp goals with major responsibility to work cooperatively with Registrar and Business Manager in office operation.

MINIMUM QUALIFICATIONS:

- Must have experience in the on-going operations in an office
- Must have skills with office equipment – computer, copier, phone protocol, bugle, etc
- Must be able to work well with others
- Must be 18 years and older
- Must agree with the Spiritual Standard and Statement of Faith

GENERAL RESPONSIBILITIES:

- Answer the telephone as assigned
 - Screen registration phone calls and answer general questions about camp
- Mail Delivery- assist with mail delivery as assigned
- Messages – keep message book and phone log and deliver messages to individuals at each meal or sooner if needed.
- Communications – manage communications between beach and stables and office, and other emergency communications as assigned
- Daily Schedule – play bugles for camper wake up and to begin and end each program period as assigned
- Secretarial Assistance – perform secretarial tasks for the director such as typing, copying, filing, etc.
- Greet and direct guests that arrive at the office
- Assist in tuck shop at free time if assigned
- Attend all staff meetings
- Participate in personal morning watch, and support staff and all staff Bible studies
- Contribute to a positive spirit of cooperation with other staff members
- Present a good example of a Christian lifestyle
- Perform other tasks as assigned by the director