

# GOOD SPIRIT BIBLE CAMP



**Position:** Administrative Assistant

**Goal:** To perform clerical duties as required in the daily operation of the camping ministry and to work with the Camp Director in all areas of administration.

**Requirements:**

1. Minimum 18 years of age or graduated high school.
2. Have a relationship with Jesus Christ and show signs of Christian growth.
3. Must be involved in a church.
4. Open and affirming interaction with individuals and companies that contact the camp ministry
5. Must be familiar with Microsoft Office programs and demonstrate organizational and basic accounting skills.
6. Fill out and send in a Staff Application with references and a Criminal Record Check.

**Remuneration:** \$510 per week, \$530 per week for returning staff. Bursaries are available for post-secondary students.

**Responsibilities:**

1. Responsible for sending and receiving various forms of communication and forwarding information appropriately.
2. Be familiar with the camp's policies as related to administrative practices.
3. Assist in rental group functions (welcoming, correspondence, scheduling, billing).
4. Receive, process, and file camper registrations, rental forms, payments, etc.
5. Maintain the file system, regularly updating and removing outdated material.
6. Maintain an orderly work environment and accessibility of pertinent resources.
7. Help orient staff during staff training to camp rules and policies. Receive staff criminal record checks and send prayer support letters and scholarship applications.
8. Assist the Camp Director in organizing cabin placement of campers and staff.
9. Assign Senior Staff to lead skill activities based on their qualifications and interest, and assign Junior Staff to assist.
10. Keep camp store stocked. Keep records of camp store income/campers' spending. Assign staff to work the camp store and supervise each camp day.
11. Prepare all pertinent documents and process campers during registration on opening day and ensure all accounts are accurate on final day of each camp session.
12. Prepare regular bank deposits and records in conjunction with Camp Director.
13. Communicate regularly with Camp Board Treasurer and send any necessary documents to them.
14. Type correspondence, schedules, etc. as called upon.
15. Photocopy material as called upon.
16. Maintain record of keys.
17. Be in communication with staff regarding any needs in camp program and compile supply lists. Be available to make occasional supply runs.
18. Collect evaluations at week's end and record/file the data.
19. Be prepared to help out in other areas of camp as called upon.

**Working relationships:**

1. Report to and work with the Camp Director.
2. Work with all staff including Program Director, Cooks, Speakers, Maintenance, Nurses, Cabin Leaders, etc. to maintain an effective camp operation.