



JOB DESCRIPTION – Office Assistant / Administrator

Personal Qualities:

The role of the Office Assistant / Administrator is to provide support and administrative help to the various programs at Rivers Edge Camp, including the RV park, summer camps and retreats. This position has a focus on campers, including support and communication before, during and following the camper's time at Rivers Edge.

The individual selected for this role must be a born-again Christian, who agrees with the camp's statement of faith, and is in active fellowship in his or her church. Ideally, this individual has been involved in camp work in the past. This individual will be an excellent role model to all staff in the way they conduct themselves throughout their time of active service while at camp. He / She will report to the Summer / Executive Director.

Skills:

He / She should have a love for and patience with children. He / She must show an ability to communicate well to supervisors, peers, and program participants. He / She should possess a working understanding of development issues for children 8-18 with experience in creatively adapting leadership in a recreational program.

He /She will perform administrative and office support functions. Duties may include database entry, accounting input, fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, filing, and copying. Extensive software skills are required, as well as internet research abilities and strong communication skills.

The successful applicant will have strong communication and interpersonal skills. (S)he should be proficient with using Google Docs (Microsoft Word and Excel) and feel comfortable using the computer in general. (S)he will coordinate all office activities relating to campers. (S)he will report to the summer / executive director.

Requirements: The successful candidate will be available to start several weeks prior to the commencement of the camp season.

Duties:

Office administration

- ✓ Use computer word processing, spreadsheet, and database software (Camp Brain system) to prepare reports, memos, and documents
- ✓ Use database to prepare reports as directed.
- ✓ Sort incoming mail and courier deliveries for distribution
- ✓ Prepare and send outgoing mail, and courier parcels
- ✓ Forward voicemails from the general mailbox to the appropriate staff member
- ✓ Purchase, receive and store office supplies ensuring that basic supplies are available

- ✓ Back-up electronic files using proper procedures
- ✓ Provide secretarial and administrative support to management and other staff as needed
- ✓ Work with the Summer / Executive Director for any special projects that need to be completed
- ✓ Maintain camp name database
- ✓ In partnership with Program / Executive Director, assist in organizing and being involved in registration day for each of the camps
- ✓ Export lists from online registrations and double check that all payment information is up to date.
- ✓ Provide appropriate camper information to program directors 1-2 weeks prior so they can create cabins
- ✓ Prepare float for registration and reconcile payments / float following registration; create list for those campers that are sponsored; create appropriate invoices
- ✓ Create tuck cards / information as needed
- ✓ Monitor those receiving sibling discounts (did sibling register / attend)
- ✓ Deal with all aspects of the campers prior to and during camp
- ✓ Answer phone and complete necessary follow up
- ✓ Check and respond to emails, forwarding incoming general e-mails to the appropriate staff member .
- ✓ Process receipts needing reimbursement, or provide to bookkeeper.
- ✓ Be available for program directors to print / photocopy / answer questions
- ✓ Contact any on waiting list as soon as spots become available
- ✓ Attend and participate (possibly lead) in the daily devotion time with the other support staff
- ✓ Other duties as assigned

Reception:

- ✓ Answer general phone inquiries using a professional and courteous manner
- ✓ Direct phone inquiries to the appropriate staff members
- ✓ Keep the office area clean and tidy
- ✓ Reply to general information requests with the accurate information
- ✓ Greet clients/suppliers/visitors to the organization in a professional and friendly manner

PERSONAL CHARACTER TRAITS

Passionate about pursuing Jesus – You have a deep relationship with Christ that is modeled through character and competence. You have strong spiritual disciplines. Your faith is part of your everyday life. You strive to live it out practically, authentically and humbly.

Passionate about helping other pursue Jesus – You have an understanding of people and how to align them in pursuing wholeness with Jesus. You believe in the future of Rivers Edge Camp & Retreat Centre. You take your responsibilities seriously.

GUIDING PRINCIPLES:

Called - Have a deep purpose about your life that flows from a strong awareness that God has directed you to serve Him by using your passion and giftedness.

Character - Have demonstrated a high moral integrity that exhibits itself in your personal life, your spiritual life, and your relational life. In other words, you are truthful, faithful, sincere, hardworking—a person worthy of respect.

Committed - Displaying a spiritual authenticity through a mature and consistent commitment to Christ and His kingdom purposes.

Compatible - Be a good ministry fit, a relational fit, and a skill fit with the Rivers Edge Service Team.

Coachable - Be aware of your own limitations and inadequacies and eager to learn and to improve. In other words, you will never stop learning as a person.

Competent - Demonstrates a high degree of effectiveness in your previous roles and continue that high level of proficiency at Rivers Edge.

Congruent - A strong supporter of the Camp's position in relationship to the denomination, and willing to work in cooperation with the statement of faith and the policies and procedures of the Evangelical Missionary Church of Canada and its doctrinal views which are in harmony with this ministry and the Leadership Team Leader.