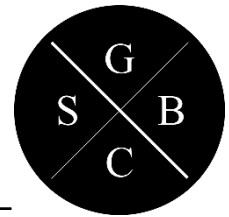


# GOOD SPIRIT BIBLE CAMP

Staff Positions



**Position:** Office Administrator +

**Goal:** To oversee office admin duties as well as other priority tasks as determined by the director. To work with and assist the director in moving the camp forward in a Christ honoring way.

**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:**

- \$17.50/hour for half time and full-time position
- 17 weeks from Jan 2, 2022 - May 1 (20 hours/week)
- 18 weeks from May 1 – Mid September (40 hours/week)
- 16 weeks from Mid Sept- Christmas (counting Dec 18-24) (20 hours/week)
- Provide work phone and data plan (must be a smart phone for managing socials) as well as mileage & meal coverage for special camp trips

**Responsibilities:**

- Report to and work with the Executive Director
- Manage camp website and social media accounts alongside the Director
- Process camp registrations
- Volunteer recruitment, training, support, and evaluation, including conducting reference checks and criminal record checks on all volunteers
- Collaborating with the Director
- Work with the program committee, Director and other staff and play a leadership role in the pre-summer training of staff and volunteers
- Implement ongoing leadership training

**Detailed 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.

*Updated January 2022*

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 Maintain the file system, regularly updating and removing outdated material.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 the final day of each camp session.
12. Prepare regular bank deposits and records in conjunction with the Camp Director.
13. Communicate regularly with the 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 the 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 in other areas of camp as called upon.
20. Be sensitive to the needs of the staff for rest, spiritual renewal, recreation, and discipline, and approach the Camp Director with any concerns.
21. Assist the Camp Director during staff training skills sessions to orient staff to rules and policies. Attend all other sessions during staff training.
22. Work with the Camp Director during May and June in planning details of the summer camp sessions and arrange for any supplies needed for operation.
23. Work with the Camp Director and Maintenance to clean and prepare camp for operation.
24. Work with Camp Director and other spring staff to prepare and lead school rental program.