

# OFFICE ASSISTANT/BTS

## Job Description



**TIME FRAME:** MAY 29TH - AUGUST 3RD, 2024

**COMPENSATION:** \$335 - 350/WEEK (HIGHER RATE FOR RETURNING STAFF)  
INCLUDES ROOM AND BOARD, LAUNDRY, AND WORKERS COMPENSATION INSURANCE.

**RESPONSIBLE TO:** INTERIM DIRECTOR

### **GENERAL RESPONSIBILITIES:**

TO FURTHER THE MISSION OF CAMP THROUGH EFFECTIVE MANAGEMENT OF THE FOLLOWING: COORDINATING WITH THE REGISTRAR TO COMPLETE TASKS TO INCLUDE CAMPER REGISTRATION AND CAMPER PARENT COMMUNICATION. ANSWERING PHONES AND MAIL. MANAGE CAMPER AND STAFF PHOTOS, TO INCLUDE UPLOADING CAMPER PHOTOS AND VIDEO. A DESIRE TO LEARN THE INNER WORKINGS OF A CAMP OFFICE AND SUPPORT THE LEADERSHIP TEAM, AND TAKE OWNERSHIP OF SPECIFIC AREAS THAT IMPACT THE DAILY OPERATIONS OF CAMP.

### **WORK ENVIRONMENT**

STAFF NEED TO BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION WITHIN CAMP'S UNIQUE ENVIRONMENT

- RUSTIC TERRAIN AND SHARED CABIN ACCOMMODATIONS
- DAILY ACTIVITY TAKES PLACE AT AN ALTITUDE OF 8,000 FEET, CAN BE STRENUOUS AT TIMES, AND PHYSICAL ACTIVITIES MAY TAKE STAFF UP TO 12,000 FEET
- COMMUNITY - LIVING WITH **HIGH** SOCIAL INTERACTION
- EXTENSIVE HOURS SERVING STAFF AND CAMPERS THAT INCLUDES STANDING, LIFTING, UNLOADING, AND MOVING FOOD, DISHES, AND SUPPLIES THAT MAY BE OVER 30 LBS
- LIMITED COMMUNICATION OUTSIDE OF CAMP BY INTERNET OR PHONE EXCEPT FOR TIME OFF PERIODS

### **MINIMUM QUALIFICATIONS**

- DESIRE TO LIVE AND WORK WITHIN A CAMP COMMUNITY
- DESIRE TO WORK IN SERVICE - ORIENTED ROLE
- CLEARLY ARTICULATED CHRISTIAN FAITH AND LIFESTYLE
- ABILITY TO EFFECTIVELY COMMUNICATE ORALLY AND IN WRITING
- ABILITY TO OPERATE OFFICE EQUIPMENT
- VISUAL ABILITY TO VIEW PHOTOS
- PROFICIENCY IN USING A COMPUTER TO INCLUDE GOOGLE OFFICE SOFTWARE
- ABILITY TO DO TASKS AS ASSIGNED AND TAKE INITIATIVE FOR FINDING THE NEXT TASK
- ABILITY/ WILLINGNESS TO ACCEPT SUPERVISION AND GUIDANCE

- MUST BE AT LEAST 18 YEARS OLD AND/OR A YEAR OUT OF HIGH SCHOOL
- GOOD CHARACTER, INTEGRITY, AND ADAPTABILITY
- ENTHUSIASM, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL
- ABILITY TO WORK WELL WITH OTHERS

### **SPECIFIC RESPONSIBILITIES**

- MANAGE THE CAMP STORE INCLUDING: INVENTORY, STORE TRANSACTIONS, AND PROVIDING GREAT CUSTOMER SERVICE
- WORK COLLABORATIVELY WITH CAMP PHOTOGRAPHER TO ORGANIZE PHOTOS FOR DAILY UPLOADS
- ANSWER THE PHONE, CHECK EMAILS, AND COMPLETE OTHER OFFICE TASKS WITH EFFICIENCY
- MANAGE INCOMING AND OUTGOING MAIL (LETTERS AND PACKAGES)
- SORT INCOMING CAMPER EMAILS INTO INNER CAMP MAIL SYSTEM
- ASSIST WITH FILING CAMP FORMS
- LEARNING ABOUT CAMPMINDER SOFTWARE TO USE WITH COMPETENCY
- COMPLETE ANY OTHER TASKS ASSIGNED - RELATED TO PROGRAM, STAFF, OR GENERAL CAMP NEEDS AS AN ACTIVE MEMBER OF BTS

### **ESSENTIAL FUNCTIONS**

1. ABILITY TO COMMUNICATE ORALLY AND DIGITALLY WITH PARENTS, CAMPERS, AND OTHER STAFF MEMBERS EFFECTIVELY
2. VISUAL AND AUDITORY ABILITY TO COMMUNICATE WITH CO-WORKERS AND CAMPERS
3. VISUAL ABILITY TO VIEW AND UPLOAD PHOTOS
4. ABILITY TO MAINTAIN PERSONAL PHYSICAL, MENTAL, AND SPIRITUAL HEALTH IN A FAST-PACED COMMUNITY LIVING SETTING AND ADAPT TO A CONSTANTLY CHANGING ENVIRONMENT WHILE INTERACTING WITH MANY DIFFERENT PERSONALITIES.
5. WILLINGNESS AND ABILITY TO LIVE IN A LIMITED INTERNET FREE ENVIRONMENT.
6. ABILITY TO ARTICULATE NEEDS TO SUPERVISOR(S) FOR PERSONAL WELL-BEING