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**Administrative Assistant**

ACCOUNTABLE TO: Executive Director

WEEKLY HOURS: June-August 40 hours, May and Sept 20 hours, Oct-April 10-15 hours

\**Office time somewhat flexible, open to some work from home hours, Oct-April fluctuates based on events, event weeks may be greater while non-event weeks may be less.*

COMPENSATION: hourly based on experience

BENEFITS: May be eligible for paid holiday time

QUALIFICATIONS:

1. Professes and demonstrates a personal commitment to being a disciple of Jesus Christ.
2. Desires to serve in this position in order to help others know and grow in Jesus Christ.
3. Is in agreement with and lives out CPBC's policies, statements, sincerely held beliefs, and affirmations of faith.
4. Is willing to subordinate personal rights for the good of the Body of Christ, the camp and it's guests.
5. Be…
	* Faithful = consistent in focus, motives, loyalties and attitude
	* Available & Adaptable = willing to serve when & wherever
	* Teachable = eager to learn both task and relational skills, and develop spiritual disciplines, gifts and fruit.
6. Personable (able to put others at ease) on the phone and in person, no matter the other’s age, gender, social status (or attitude).
7. Show innovation, critical thinking/evaluation and creativity to constantly be contributing to the improvement of the camp experience for campers, parents and guests along with the other members of the staff team.
8. Able to accurately deal with and record details.
9. Experience with or willingness and ability to learn excel, word, and Camp Brain software.
10. Have a high standard for hospitality and attention to detail.
11. Work in a timely fashion and able to manage deadlines.

GENERAL RESPONSIBILITIES:

1. Perform duties related to registration.
2. Manage the canteen accounts, as well as store and canteen inventory in coordination with the camp director.
3. Oversee interns and volunteers to facilitate canteen times.
4. Assist the Camp Nurse in managing the infirmary records. File records following each camp week. Provide training for nurse upon arrival.
5. Assist parents/campers with issues ranging from first time use inquiries to finding on-site resources and information.
6. Manage the assigned email account, answer phones and return voicemail messages in a timely manner (within 24 hours on regular business days).
7. Assist in other departments as needs arise, time allows and supervisors authorizes.

SPECIFIC RESPONSIBILITIES:

1. Process registration forms through the camp brain system and manage the camper check-in & check-out process.
2. Using the Camp Brain Software, keep accurate records of camper numbers and names each week, as well as a complete record of their contact and health information as required by each session. Ensure that this record is complete when camper checks in for camp week.
3. Set up registration software for each camp session in coordination with camp director prior to registration launch for each camp or retreat.
4. Provide accurate health records for each youth camper to the nurse and any important information to the cabin counselor. Provide numbers and dietary needs for retreats and camps to kitchen staff. This should include staff, volunteers, and any extras such as speakers.
5. Organize and ensure that t-shirts or other add on purchases are provided to those that ordered them.
6. Assign cabins/housing for youth camps and retreats.
7. Keep accurate record of registration payments in camp brain. All cash and checks should be stored in the safe prior to deposit.
8. Enter mail and phone registrations into Camp Brain as they come in.
9. Schedule and oversee registration volunteers/staff helpers.
10. Setup for onsite registration for each event-Tables, signage, paperwork ect.
11. Provide communication to participants/parents prior to, during and after camp event as appropriate.
12. Manage Canteen and Store.
13. Create and manage canteen accounts for each camper, staff and volunteer. Process money payback at the end of each session according to policy of CPBC.
14. Manage cash balances in canteen and store cash boxes. Prepare cash withdrawl as needed.
15. Manage store and canteen inventory and prepare orders as needed in coordination with the camp director.
16. Train and oversee canteen staff and volunteers. Implement procedures as needed.
17. Manage Nurses station inventory providing list of needed supplies to the director weekly, train nurses upon arrival.
18. Greet guests/campers/visitors and serve their requests, etc.
19. Answer phone calls & emails in a timely manner (within 24 hours during business week), handling the issues you can, otherwise delivering messages to the appropriate people. All parent or other adults that have issues with program or staff should be sent to or relayed to the director.
20. Manage the office in an organized manner, keeping office supplies appropriately stocked.
21. Care for the office equipment.
22. Keep the office/front desk clean, orderly and user-friendly.
23. Process mail for camp business during summer season, staff and campers, this includes checking the camper email account daily.

\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The Administrative Assistant/Guest Group Coordinator has interactions with camper families and guest groups in which they are a representation of Christ and the Mission and sincerely held beliefs of Covenant Park both directly and indirectly.

**Calendar of Tasks:**

Jan:

* Processing summer registrations
* Prep for JH/SH retreat registration
* Birthday cards mailed

*\*Camp events this month: Annual meeting, JH/SH Deep Freeze Retreat*

Feb:

* processing summer registrations
* Birthday cards mailed
* Prep Man Camp registration

*\*Camp events this month: Man Camp*

March:

* processing summer registrations
* Birthday cards mailed

*\*Camp events this month: Man Camp, All Night Blitz*

April:

* processing summer registrations
* Prep Quilt and Craft registration
* Birthday cards mailed

*\*Camp events this month: Quilt and Craft Retreat*

May:

* processing summer registrations
* Preparing for summer camp registration, training volunteers/staff
* Preparing for canteen, order and setup
* Birthday cards mailed
* Review of trainings as appropriate

*\*Camp events this month: Work Days*

June:

* Youth camps prep and followup
* Processing summer registrations
* Prep Summer Getaway registration
* Birthday cards mailed

*\*Camp events this month: Summer Youth Camps, Open House, Summer Getaway Weekend*

July

* Youth camps prep and followup
* Processing summer registrations
* Birthday cards mailed

*\*Camp events this month: Summer Youth Camps*

Aug

* Youth camps prep and followup
* Clean up balances, Scholarships and coupons settled with camp bookkeeper using Camp Brain, close out registration season for youth camps
* Missions totaled and paid to project
* Birthday cards mailed
* Camper Spiritual evaluations totaled and sent to churches

*\*Camp events this month: Summer Youth Camps*

Sept

* Women’s Retreat registration
* Birthday cards mailed

*\*Camp events this month: Women’s Retreat*

Oct

* TB blitz registration
* Birthday cards mailed

*\*Camp events this month: Fall Fundraiser, Trailblazer Blitz*

Nov:

* Setting up summer registration
* Birthday cards mailed

Dec:

* Birthday cards mailed
* Processing summer registrations, process summer camp Christmas promo if applicable

Other:

* Help with mailings if appropriate
* Answer questions related to registration in a timely manner via phone and email (ongoing)
* Set up registration for future events prior to registration launch (throughout the year as needed)