

## **Job Description: Office Administrator and Guest Group Coordinator**

**Purpose:** To support the ministry of Camp Luz by managing guest group registrations and their needs, and providing organizational and administrative assistance in the camp office.

### **Qualifications**

- Education- minimum of H.S. Degree, G.E.D. or equivalent; BA or BS preferred
- Experience- previous experience in office administration or secretarial work is preferred
- Skills- proficient with computers and MS Office programs, able to stay organized and work independently on assignments

### **Attributes**

- Living, vital Christian faith
- Embraces the “Camp Luz Statement of Faith”
- excellent people skills with a focus on customer service
- ability to work independently
- highly organized

### **Responsibilities**

- Guest Groups- manage guest group ministry at Camp Luz
- Database management- data entry and management of camper, guest group, and OMCA membership databases
- Bulk Mailings- assist in preparing and sending bulk mailings
- Serve as registrar for all camp programs and assist with payments and check-in
- *Bookkeeping- dependent on skills and abilities*
- Assist in creating and editing newsletters, literature, flyers and registration forms
- Assist the Camp Director with Fundraising and Annual Banquet Planning
- Assist with administrative responsibilities
- Assist with other tasks as assigned by the Camp Director

### **Accountability**

- Responsible to the Camp Director

### **Compensation**

- ¾ to full-time (*dependent on responsibilities*), includes some evenings and weekends
- Salary- *starting salary dependent on education and experience*
- Benefits: health and life insurance, Health Savings Account, paid vacation, *possibility for on-site housing if needed*

## Office/Administrative Assistant Duties

### **Guest Groups**

Be proactive in promoting guest group usage here at Luz.

- Provide tours and information to group leaders
- Promote and make arrangements for additional services (foodservice, teambuilding, pool parties, etc.)
- Prepare, send, and receive guest group contracts and evaluations
- Maintain correspondence with group leaders
- Serve as staff-on-call in rotation with other year-round staff (approx. once a month)
- Provide reports regarding guest group usage of the camp
- Manage pool schedule and staffing for open swims and private parties
- Coordinate cleaning schedule with housekeeper(s)

### **Office Duties**

- Answer phones
- Proofread and prepare literature and publications possibly including: newsletters, registration forms, thank you notes, etc
- Prepare and send bulk mailings
- Managing the Database for campers and OMCA membership
- Oversee fishing permits
- Other office work: making copies, filing, etc.

### **Summer Camp and Retreats**

- Processing registrations, forms, and payments for Camp Luz programs
- Assist with check-in for all programs
- Provide forms and reports where needed (ie: allergies reported to foodservice, health forms to the camp nurse, etc.)

### ***Bookkeeping Duties- dependent upon skills and abilities***

- *Process and pay bills, taxes, etc.*
- *Record, process and provide receipts for payments, donations, and in-kind gifts*
- *Process payroll at the direction of the Camp Director*

### **Fundraising Duties**

- Assist the Camp Director in preparing for the association and fundraising banquets and other fundraising events.

### **Administrative Duties**

- Assist the Camp Director in reviewing contracts for utilities, trash collection, etc. and completing the required documentation