



# Office Assistant / BTS Support Job Description

**Time Frame:** May 26 – August 12, 2017

**Compensation:** \$165-180/wk, plus room and board, laundry, and worker's compensation insurance

**Responsible To:** Incoming Camp Directors

## Minimum Qualifications:

- A desire to learn about and work within camp/nonprofit administration
- Ability to effectively communicate orally and in writing
- Ability to safely and properly operate office equipment
- Must be at least 18 years old, with (1) year of college completed
- Desire to live and work in a camp community
- Experience with computers and various software programs
- Christian faith; a willingness to be a positive role model

## General Responsibilities:

To further the mission of camp through effective management of the following: managing the Sonlight store, camp-wide inventory of supplies and products, answering phones, website communication, mail systems, weekly town trips, processes related to uploading camper photos. A desire to learn the inner workings of camp management, work with the leadership team (including directors), and take ownership of specific areas that impact the daily operations of camp.

## Specific Responsibilities:

1. Manage the camp store including: inventory control, record keeping, credit card transactions, handling all store sale transactions, and providing great customer service.
2. Manage incoming and outgoing mail (letters and packages).
3. Sort incoming camper emails into inner-camp mail system.
4. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
5. Assist in the management and record keeping of camper and staff information.
6. Learn how to competently use CampMinder software
7. Manage all customer service and communication functions with camper families, inquiries, and vendors. Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions. Refer concerns to the camp directors.
8. Upload daily photos (if available) from the photographer/videographer. Create a system to maintain the organization of all camp photos from the summer on an external hard drive.
9. Learn basic Wordpress skills, and post daily "What's New" information on the website.
10. Check-in responsibilities—print lists for Summer Camp Director and the Nurse using CampMinder.
11. Responsible for getting needed supplies/groceries/mail in Pagosa Springs when appropriate.
11. Create a system to track and record inventory of essential supplies and products around camp.
12. Manage all camper lost-and-found, including proper storage and responding to parent's inquiries.
13. Assist when needed in program support staff duties such as washing dishes, housekeeping, and other behind-the-scenes tasks. See **BTS-Program Support** job description.
14. Process health forms and physicals and keep records for the nurse.

15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions:**

- The position involves considerable independent work as well as being an effective member of a team.
- Communicates with other leadership staff, including the program director, executive directors, head cook, program support leader, and nurse
- Capable of reaching all areas of camp quickly
- Display adaptability in various situations, schedules, and assignments
- Must be able to lift and move supplies, activity and craft items (up to 50 lbs)
- Self-motivated to work hard without supervision
- Ability to take ownership of tasks assigned
- Display flexibility and team-oriented attributes
- Capable of excellent telephone communication skills