

# **Black Rock Retreat Summer Camp**

## **Job Description**

**Position:** Office Assistant

**Responsible To:** Office Administrator

**Oversees:** Administrative Team

### **General Qualifications:**

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth and young adults.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
6. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
7. Exhibits spiritual and emotional maturity.
8. Is able to stay active all day and the willingness to work hard.
9. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ And Make Him Known."
10. Is trained or willing to be trained in standard first aid and CPR.

### **Specific Qualifications:**

1. Is preferably at least one year out of high school and a minimum of 21 years of age.
2. Preferably holds or is working on a B.A. degree in Youth Ministry, Camping, Recreation, Social Work, Education, English, or related field of study.
3. Has strong organizational abilities, detail oriented, and strong time management skills.
4. Has experience in administrative work and leading, programming, ministering, and relating to youth and young adults.
5. Possesses office, computer, and organizational experience.
6. Has sound judgment, good decision-making abilities, and able to stay calm and think clearly in emergency situations.

### **General Responsibilities:**

1. Spend time with the Lord every day.
2. Know and uphold the standards and boundaries laid out in the Child Protection Policy.
3. Is comfortable speaking with parents and vendors via phone and email.
4. Be flexible and available to stay later on the last day of camp and begin work earlier on Sundays than the rest of the summer staff in order to be prepared for the next week.
5. Attend/lead staff meetings and devotions. Attend vespers and all camp activities as permitted by schedule.
6. Be self-motivated, a self-starter, and foresee areas where you can help out.
7. Able to work with others as well as independently in an efficient manner.
8. Assist in ordering inventory and managing the Snack Shop.

9. Bring staff issues, conflicts, or concerns to the attention of the appropriate supervisor and assist in handling these problems in cooperation with leadership staff.
10. Attend Leadership Staff meetings as scheduled.
11. Coordinate responsibilities with Leadership Staff as needs arise.

### **Specific Responsibilities:**

1. Work with Leadership Staff in planning and implementing Pre-Camp Training including teaching, leading training sessions, and devotionals.
2. Assist the Office Administrator as needed.
3. Encourage summer staff in their spiritual growth and development, meeting with each supervisee for a weekly one-on-one.
4. Enforce all camp policies, guidelines, philosophies, and procedures.
5. Oversee all areas of the summer camp office and paperwork, making sure that all staff complete their paperwork before leaving the grounds at the end of each week.
6. Take care of all outgoing and incoming mail for summer camp.
7. Distribute all weekly camper, parent, and staff evaluations.
8. Send a newsletter to parents twice a week – coordinating with others for content.
9. Make all photocopies for summer camp.
10. Send out prayer partner cards twice during the summer.
11. Take notes of prayer requests and cabin/staff updates during meetings and coordinate with other program areas to keep their staff updated.
12. Be responsible for all forms and sign-up sheets on the notice board in Rhode room.
13. Assist in overseeing/delegating weekly closing day procedures for departure.
14. Oversee Lost and Found procedures.
15. File weekly surveys and evaluations to be reviewed after the summer is over.
16. Assist with planning, setting up, and facilitating registration and check out as directed by the Office Administrator.
17. Balance/donate/return remaining snack shop money at the end of the week, before campers depart.
18. Be willing and able to assist in other areas as needed.