

CAMP GOOD NEWS

OFFICE ASSISTANT - JOB DESCRIPTION

OVERVIEW

An Office Assistant works under the direction of the Office Manager and the Executive Director in taking care of the office needs of the camp. That could include but not limited to word processing, registration, mailings, cleaning and upkeep of the office area, answering phones, and first aid/medication help. The Office Assistant is working in the office area all times except when he/she has time off or is asked to assist in another activity at camp.

QUALIFICATIONS

The Office Assistant should:

- Have a strong and active faith in Jesus Christ; able to lead others spiritually and emotionally
- Be at least 16 years of age.
- An active member of an Evangelical Church.
- Have had experience in working in an office setting.
- Dependable with a strong work ethic and is able and willing to follow an exhausting weekly schedule yet flexible when needed.
- Be highly detailed and a self-starting individual.
- Be able to routinely and efficiently manage multiple projects and deadlines, while working independently much of the time.
- Have customer service skills; Must be able to quickly build and maintain relationships.
- Be proficient in using desktop and web-based applications.
- Have a true servant's heart; someone who anticipates needs and acts without being asked.

REQUIREMENTS

Before first camp begins:

- Complete a summer staff application for Camp Good News.
- Work with the Ministry Director and Executive Director to form their Personal Partnership Team by providing a list of 30-60 names of family, friends and churches and writing a letter informing those who receive the letter of God's calling to serve at Camp Good News and asking for them to partner with them through prayers and financial support.
- Attend several sessions during the two weeks of Camp Good News Training School.
- Spend at least 30 minutes with God each day and seek to know and love Him with all you are.
- Commit to at least 5 weeks of camp ministry in addition to Training School.
- Be able to simply and effectively share the Gospel with a child by the end of Training School.

During each week of summer camp:

- Spend a minimum of 30 minutes to have a personal quiet time each day with God and seek to know and love Him with all you are.
- Work in the office area, answering phones, helping with registration, cleaning, and anything assigned by the Office Manager or Executive Director.
- Work as a team with the Office Manager.
- Work to develop a team spirit and focus with the rest of the summer staff by loving and serving one another.
- Share concerns or ideas about any aspect of the camp program respectfully with the Office Manager, Staff Director, Ministry Director, or Executive Director. Refrain from gossip by talking to others about an issue of concern. Seek to contribute positively to the quality of the overall camp program.

- If a problem or disagreement arises with another staff member, first talk with the other person, then, if needed, talk to the Staff Director, Ministry Director, and/or Executive Director. Do not talk to anyone who is not a part of the problem or solution.
- Take an hour break each day.
- Be in bed each night within 30 minutes of lights out for the campers. (note: if any staff member does not follow this, he/she will given a warning and if it happens again, they will be dismissed.)
- Attend closing staff meeting at 3pm each Friday.
- Inform the Executive Director which weeks you will not be available to serve on camp staff during the summer.
- Anyone who is under 18 years of age must either go home each weekend, or have a 21+ age Staff Member vouch for them (with permission from your parents AND the Executive Director). They will be the responsibility of that older Staff Member and must be able to attend activities with him/her (abiding to Child Protection Policy Guidelines)
- Rest on the weekends during your time off (approximately 45 hours). In other words, do not stay up late on Friday and Saturday nights.
- Attend church each Sunday morning.
- During the Camp Week, do not leave Camp Good News without informing and receiving permission from the Executive Director.
- Do not invite anyone to visit you at Camp Good News without first informing and receiving permission from the Executive Director.
- You are allowed to keep your cell phone with you, but on silent. Please do NOT use it in front of campers. As well, give the Executive Director, Ministry Director, Office Manager, and Staff Director your number so that they may contact you in case of emergency.
- Do not consume any alcohol, drugs or tobacco while serving at Camp Good News.

SALARY

- Our Camp is run because of the prayers and support of others. We ask all of our workers to help us cover the costs by seeking financial support from their friends and family. Similar to a missionary, we have all of our workers write letters to their friends and family asking for monetary support.
- You are able to raise up to \$200 a week in support.
- Food and housing is included during all Camp Weeks at Camp Good News

SCHEDULE (WITH REQUIREMENTS)

- Arrive at camp by 11am on the first day of Summer Camp Training School
- Training school concludes at 5pm at the end of the 2 weeks of Training School.
- First camp begins on Sunday after Training School. At the end of summer there will be a staff party that night and staff have the option of staying overnight and leaving Saturday morning.
- Arrive at camp by 1:00 each Sunday afternoon of the week you serve.
- Closing camp staff meeting at 3pm each Friday afternoon

I have read and agree to follow this job description and understand that failure to do so will result in a warning and the second time dismissal for the summer.

Office Asst Printed Name

Office Asst Signature

Date

Parent/Guardian Printed Name
(if under 18)

Parent/Guardian Signature

Date