

Camp Tekoa

Office Assistant Job Description

The Office Assistant is a vital role in the work of Camp Tekoa. Using their unique gifts, they will work directly with the other administrative staff to bring about a well-organized summer camp and offseason program. The Office Assistant reports to the Executive Director and the Camp Registrar.

Characteristics

1. Love of God and desire to live out the mission of Camp Tekoa
2. Organizational skills
3. Ability to work in a team setting and support others
4. Advocate for children and their camp experience
5. Skilled at personal interactions and communication
6. Proficient computer knowledge and skills
7. Helpful attitude

Responsibilities

1. Assist with registration process
2. Review and organize camper paperwork
3. Communicate with parents regarding registration needs
4. Assist with camper summer assignments
5. Manage general office needs
6. During summer season, work with the registrar to prepare weekly needs
7. During summer season, manage all waiver distribution with seasonal staff
8. During summer season, support camp at all camper check-ins and check-outs
9. Assist in any other way possible to promote the mission of Camp Tekoa

Specific Duties

1. Assist with registration process
 - Review and update pricing
 - Support the Registrar in planning and launching the new season of camps
 - Assist with refunds
 - Cancel camps as needed in support of Registrar
 - Input computer data at the direction of the Registrar
2. Review and organize camper paperwork
 - Discard old paperwork
 - Copy health forms from registration
 - Manage all waivers (collect, copy, file)
3. Communicate with parents regarding registration needs
 - Answer phones and relay camp information as needed
 - Call regarding waivers follow up
4. Assist Registrar with camper summer assignments
 - Plan cabin assignments
5. Manage general office needs
 - Pickup and sort mail from post office in offseason
 - Assist in mailing checks
6. During summer season, work with the registrar to prepare weekly needs
 - Work with lists (Alpha list, master lists, etc.)
 - Forms (camper release forms, etc.)
 - Retrieve Incident Reports
7. During summer season, manage all waiver distribution with seasonal staff
 - Distribute waivers from camper files to program staff

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8. During summer season, support camp at all camper check-ins and check-outs
 - Work at a check-in / check-out table
9. Assist in any other way possible to promote the mission of Camp Tekoa
 - Be flexible! Camping ministry has many other ways it will stretch us.