



Camp Albemarle Office Assistant Job Description

Reports to: Director of Summer Camp Ministries, Office Administrator

Purpose of Position:

The Office Assistant is an important part of camp organization and works behind the scenes to help camp run smoothly. The Office Assistant will help manage the office and camp store and will oversee shopping for supplies and other off-site errands throughout the summer.

Qualifications:

1. Must be 21 years of age.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Must possess strong organizational skills.
5. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
6. Enjoyment and appreciation of the outdoors.
7. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
8. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

Responsibilities:

1. Attend trainings and weekly staff meetings.
2. Maintain a clean office environment.
3. Answer the phone as needed.
4. Prepare camper emails and deliver to cabins/tents.
5. Make sure camper postal mail gets delivered.
6. Manage camp store during Sunday check-in and Friday check-out.
7. Maintain a clean camp store daily.
8. Restock camp store daily.
9. Organize and inventory all camp store items.
10. Manage camp store during camper's canteen time.
11. Practice and enforce all camp safety regulations and emergency procedures.
12. Abide by all camp policies and covenant agreement.
13. Responsible for the health and wellbeing of self and campers.
14. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

Relationships:

The Program Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the



expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Program Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

Physical & Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.