### **Office Assistant**

**Position Summary:**The Office Assistant plays a key role in supporting the administrative operations of the summer camp. This position requires strong organizational skills, attention to detail, and the ability to mult-itask in a fast-paced environment. The Office Assistant models the love of Jesus through service, supporting camp staff and helping to ensure camp programs run smoothly and efficiently.

### **Key Responsibilities:**

* **Administrative Support:**
  + Answer incoming phone calls and respond to inquiries from campers, parents, and staff.
  + Prepare camper cabin assignments.
  + Complete administrative tasks as directed by the Office Manager or Camp Coordinator.
  + Ensure all personal camper information is filed securely and in compliance with privacy regulations.
  + Help ensure the smooth operation of postcard completion and Horton’s Hut.
* **Check-in & Camper Support:**
  + Support the camper check-in process, ensuring all forms and procedures are followed.
* **System & Tool Management:**
  + Learn and navigate CampBrain for registrations, payments, and reporting.
  + Assist with office tasks such as managing supplies, preparing name tags, and organizing materials for camp.
* **Collaboration & Participation:**
  + Attend and actively participate in all staff devotionals, fireside times, and evening events.
  + Collaborate with the leadership team on special projects as needed.

### **Qualifications:**

* **Education & Experience:**
  + High school diploma or equivalent required. Relevant administrative experience is a plus.
  + Prior experience in office administration, customer service, or event planning is preferred.
* **Skills & Abilities:**
  + Strong organizational and multitasking skills.
  + Excellent verbal and written communication skills.
  + Ability to handle confidential information with discretion.
  + Comfort with technology and office software (e.g., Google Drive, Microsoft Office).
  + Ability to learn and use CampBrain and other camp-specific tools.
* **Personal Attributes:**
  + A positive attitude and a heart for service.
  + Ability to work independently and as part of a team.
  + Flexible and adaptable to changing needs.
* **Engagement in Camp Life**
  + Engaging in evening camp events and activities, as well as staying overnight on site is preferred.