### **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.