



Camp Calvary Personnel Program

Admin Assistant Job Description

Position Summary

The Administrative Assistant works to create the calendar of events, to support the program goals of Summer Camp, off season camps, retreats, and affiliated organizations' use of camp. This position is part-time with full-time hours during camp season. The employee in this position is responsible for camp registration and check-in, volunteer background checks, working with Deans or Retreat Leaders to provide support and guidance to ensure the best possible programming, creating the content of the camp website, social media sites, and newsletter. This position takes the lead in communicating the successes, work, and needs of camp to our community. Work is performed independently within established policies and procedures under the general direction of the Camp Manager and the Board of Directors.

Essential Duties and Responsibilities

- Serves on the Program and Publicity Committee as a non-voting member.
- Manages the Camper Registration system.
- Organize Camper registration and check-in stations, including medication check-in, head checks and bag checks (site, volunteers, and times).
- Assumes responsibility for weekly camp attendance summary, Dean's report, Deans Expenses and Annual Report.
- Works with the Camp Manager to lead orientation of camp Deans and Staff.
- Works with Deans to ensure that all camp faculty and volunteers have a current background check, keeping records, and identifying volunteers who need additional scrutiny by the Camp Manager.
- Works with Deans to gather information to promote, support, and implement the theme of their camp week/program.
- Creates content for the website, social media sites, and monthly newsletter, from information approved by the Camp Manager, to communicate Camp programming, needs, and news to the supporting community.
- Collects and maintains employment records for Staff and Summer Help.
- Assumes responsibility for maintaining standard first aid supplies, necessary office equipment and supplies, and for the inventory and ordering of recreational equipment.
- Assists in providing for the health and safety of all camp facilities, personnel, and guests.
- Performs all related work deemed necessary to ensure the safe and effective operation of Camp Calvary at the direction of the Camp Manager.



Camp Calvary Personnel Program

Admin Assistant Job Description

General Expectations

- All staff at Camp Calvary work as a team to accomplish the work of the camp, supporting each other in completing tasks, and achieving the goals of the camp.
- The Board prefers this person lives in close proximity.
- Attends a Restoration Christian Church in the Camp's fellowship.
- Maintains a close relationship with the local church community.
- Conducts themselves in a professional, Christ-like manner.
- Completes an annual criminal background check.
- Holds a high school diploma or GED.
- Hold a valid driver's license.