



Job Description: Secretary



Overview:

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Primary Objectives:

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To accomplish the primary objective through the camping ministry, by effectively providing leadership to and overseeing: the clerical duties of the camp, operation and management of camp office, and guest hospitality.

Responsible to: Executive Director(s)

Wage: \$525/week

Job Requirements

- Follower of Christ
- Passion for the Gospel
- Must have at least a high school diploma. One year of biblical studies is beneficial but not necessary.
- Priority will be given to those with previous administrative work experience and those who have had previous summer camp work experience.

Beneficial Skills:

- Good people skills, able to provide a friendly, helpful attitude when dealing with customers.
- Able to organize a variety of documents and resources in both digital and hard copy forms.
- Self-motivated and basic problem-solving skills.
- Basic knowledge of financial management.

Key Responsibility Areas:

- Responsible for the overall management of the camp office and administration.
- Answer all phone calls, emails, and mail in a timely fashion. Inform Director(s) of any items requiring their attention.
- Process camper registrations ensuring that all required information is gathered.
- Process all volunteer applications ensuring that all reference checks, criminal record checks and applications have been received and completed.
- Complete camp deposits on a weekly basis following registrations.
- Monitor camp finance floats (registration day, tuck, camp merchandise).
- Organize volunteer and guest housing on a weekly basis.
- Stay current with weekly volunteer needs and assist with filling spots.

Last updated: January 2025

- On a weekly basis ensure all camp leaders (Program Directors, Cabin Leaders, Head Cook, and First Aid Attendant) have the corresponding information for each week's campers.
- Collect yearly statistical information and report to Executive Director(s).
- Mentor 3-4 summer missionaries per week, including being mentored by a superior.
- Adhere to the One Hope Canada and KLBC Statement of Faith, Code of Conduct and Summer Missionary Expectations.
- Perform any other tasks at the request of the Directors.