

Job Description: Secretary

Purpose: To provide leadership to and oversee: the clerical duties of the camp, operation and management of camp office, and guest hospitality.

Responsible to: Executive Director(s)

Wage: \$382/week

Qualifications: 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. Applicants must have an active, growing relationship with the Lord Jesus Christ.

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.

Responsibilities:

- 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.
- On a weekly basis ensure all camp leaders (Program Directors, Cabin Leaders, Head Cook, and Camp Nurse) have the corresponding information for each week's campers.
- Process camper evaluations following each week of camp.
- Collect yearly statistical information and report to Executive Director(s).
- Mentor 3-4 summer missionaries, 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.