



Ministry Support Manager

Position Overview

The Ministry Support Manager provides both a presence and communication between all the facets of Lake Beauty Ministries – primarily, Programs, Guest Services, and Solid Rock school of Discipleship. This position provides office support by assisting with administrative tasks and the organization of daily tasks. Provide a consistent and personable presence with guests and guest groups.

Minimum Qualifications

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support of Lake Beauty's mission and vision.
- A valid driver's licence and a clean driving record.
- Be professional, flexible, attentive to details, and able to work with minimal supervision.
- Personable, able to deal with an array of personalities and be able to adjust and adapt

Essential Skills

- Timely and strong written and verbal communication skills.
- Ability to interact well with a broad constituency of contacts.
- Ability to multitask and manage multiple responsibilities.
- Proficient computer and database administration skills.
- Ability to plan and prioritize tasks and responsibilities well.

Specific Responsibilities

Under the supervision of the Guest Services Director and working in cooperation with other Lake Beauty staff, the following are responsibilities for this position:

- Have first-hand knowledge of Lake Beauty's ministry areas: Guest Services, Program, and Solid Rock.
- Be Lake Beauty's first point of contact by answering phone calls and emails or distributing them to proper outlets.
- Oversee online, phone and mailed registrations for summer camp and sponsored retreats.
- Oversee and assist with check-in as guests arrive at camp.
- Assist in managing camp database (e.g. Campwise)
- Distribute mail / packages daily – email and postal mail.
- Maintain and update Volunteer List.
- Maintain and update Church Camp Rep Database.
- Provide administrative assistance to the Executive Director, Camp Director, Program Director, Guest Services Director and Solid Rock Director, as requested.
- Process Lost and Found items.
- Prepare and proofread letters, memos, and other correspondence accurately and timely.
- Assist with other regular office tasks (inventory, supplies, ordering).
- Assist with the ministry areas of camp as assigned.

Type of Position: Full Time (Monday-Friday) Salary; Year-Round.