



LAKE BEAUTY BIBLE CAMP

Job Title: Administrative/Retail Assistant

Job Classification: Summer Staff

Organizational Relationships:

- Directly reports to the Guest Services Department
- Directly reports to the Retail Manager
- Collaborates with the Program Director / Program Coordinator
- Collaborates weekly with Volunteer Nurses

Position Overview:

The Administrative/Retail Assistant is responsible for assisting in the smooth running of summer camp from a support role. They accomplish this through a willingness to learn and take on a variety of tasks, including: learning the Campwise software to onboard nurses and help with weekly reports, supporting the Retail Manager in canteen purchasing, restocking, and oversight, assisting with general office tasks, and other administrative duties. The Administrative/Retail Assistant is also responsible to assist with general program duties, as needed.

Job Tasks:

- Administrative Duties
 - Learn how the Campwise software works. This will be necessary for such tasks as:
 - Onboarding the nurses each week.
 - Assisting in office responsibilities (assisting with check-in, printing reports, assisting in assigning housing, etc.)
 - Prepare, disburse, collect, and organize all weekly summer staff paperwork.
 - Organize and track lost and found items.
 - Perform other relevant administrative tasks.
- Retail Duties
 - Assist the Retail Manager with canteen operations, including purchasing, stocking, and inventory management.
 - Oversee daily canteen sales and help ensure a smooth camper and staff experience.
 - Providing oversight for daily opening, closing, and proper shutdown procedures.
 - Support in maintaining accurate records of sales and inventory levels.
- Assist in general program duties (including, but not limited to, food service, housekeeping, and facilities) as assigned.

- All other duties as assigned

Desired Education and/or Experience:

- High School Graduate

Desired Knowledge, Skill, and Ability:

- Knowledge and ability to effectively use programs and equipment typically used in an office setting.
- Knowledge and ability to be organized and detailed in administrative work.
- Ability to effectively manage time to meet daily and weekly administrative deadlines.
- Ability to effectively organize, coordinate, and collaborate with staff members.
- Attention to detail in tasks such as inventory tracking, restocking, and handling retail responsibilities.
- Willingness to learn retail operations and contribute to creating a positive experience for campers and staff.