



LAKE BEAUTY

BIBLE CAMP

Job Title: Administrative Assistant

Job Classification: Summer Staff

Organizational Relationships:

- Directly reports to Program Director
- Collaborates weekly with Guest Services Department
- Collaborates weekly with Volunteer Nurses

Position Overview:

The Administrative Assistant is responsible for assisting in the smooth running of summer camp. They accomplish this through tasks like: collaborating in the creation of the weekly schedules, learning the Campwise software to onboard volunteer nurses and help with weekly reports, and other administrative duties. The Administrative Assistant is also responsible to assist with general program duties, as needed.

Job Tasks:

- Learn how Campwise (our online database) works. This will be necessary for such tasks as:
 - Onboarding the volunteer nurses each week.
 - Assisting in office responsibilities (assisting with check-in, printing reports, assigning housing, etc.)
 - Assisting in Program duties (tracking mission giving, assisting summer staff in making mandated reports, etc.)
- Prepare, disburse, collect, and organize all weekly summer staff paperwork.
- Organize and track lost and found items.
- Perform other relevant administrative tasks.
- 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.