

# Office Administrator

## Job Description

### Echo Lake Bible Camp - CSSM Ministries

Position Title:	Office Administrator
Reports To:	Camp Director
Accountable To:	Camp Director and CSSM BC Provincial Director
Duty:	Office record keeping and administrative support to the Director and Program coordinator.

### General Responsibility

The Office Administrator will be working closely with the camps Director and Program Coordinator to facilitate the day to day functioning of the camp. The Office Administrator will work behind the scenes to track information and minor book keeping to keep operations functioning.

Because this is a new position, the Office Administrator will be assuming tasks others have done. This means good communication has to be maintained with a number of people throughout the camping season to ensure all the tasks get done.

During the summer months, the Office Administrator may be required to live at Echo Lake Bible Camp.

### General Qualifications:

1. Must be a mature, responsible individual and possess leadership abilities,
2. Must be flexible, cooperative and willing to work in a team environment with staff and
3. Volunteers under the leadership of the camp director
4. Previous administrative or accounting experience is preferred
5. Possesses good organization, supervisory, communication, interpersonal and public
6. relations skills,
7. Post secondary training in theology, education, administration or other pertinent discipline is an asset,
8. Previous camping experience is an asset, which will help understand camp dynamics,
9. Computer skills appropriate to data management are an asset,
10. Experience with web site maintenance is an asset
11. Lives her/his Christian faith and have an active testimony.

### General work description:

1. The job requires general tracking of receipts and documents required for tax purposes.
2. Act as the registration contact and keep the registration database updated.

3. Ensure adherence to all written Camp policies and values by all staff and volunteers under the administrator's direct supervision (if any are assigned).
4. Maintain and update manuals as required,
5. Track purchases, assignment of camp equipment, scheduled inspections, and other regularly scheduled administrative duties.
6. Following up communication / information requests, etc
7. Assist in camp advertising and public relations administration.
8. Provide for and monitor health and safety policies, practices and procedures as approved by CSSM.
9. Maintaining OHS documentation requirements. (accident reports and investigations, act as safety administrator)
10. Keep the emergency contact information list up to date
11. Administer and maintain complete records during the camp, including camper lists, daily Camper attendance list, health and medical forms, financial records.
12. At the end of the camps, in conjunction with the director, prepare a written activity summary report for the Camp Board.
13. There may be other tasks required from time to time.
14. Training will be an ongoing aspect of the job so flexibility and an interest in learning are important
15. See to the maintenance of the camps web site and other media (face book, etc)
16. Attend camp board meetings to provide monthly updates in conjunction with the treasurer and director.

Note: This job description is under development and offers the Office Administrator some job flexibility and potential to grow into other ministry areas.