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## Summary

### Job Title

Camp Administrative Assistant

### Department

Education

The Administrative Assistant performs routine clerical and administrative functions to include organizing and maintaining paper and electronic files, or providing information to appropriate personnel.

Reports To: Camp Directors

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## Key Responsibilities

### RESULTS

Records Management	20%
(1) Uses computers to check-in and check out campers	
(2) Maintains the quality of CCB Check-In System and other information.	
Communications	20%
(1) May make telephone calls and gives information to callers, takes messages, or transfers calls to appropriate individuals	
(2) Greets visitors or parents and handles their inquiries or directs them to the appropriate persons according to their needs	
Office Management	20%
(1) Operates office equipment, such as fax machines, copiers, or phone systems and arranges for repairs when equipment malfunctions.	
(2) Assists with ministry office cleanliness, organization and office supplies / inventory	
Staff Support	20%
(1) Assists ministry staff in the coordination and management of project-based work	
Confidentiality	20%
(1) Protects the security of sensitive information and files related to the ministry and employees	
(2) Handles confidential matters related to the ministry, congregation members and employees	
<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	
Quality/Quantity of Work	20%
Demonstrates accuracy and attention to details	
Completes assignments on-time and in alignment with specifications/directions	

<b>Job Knowledge</b>	20%
Displays a high degree of expertise in their areas of job responsibility	
Demonstrates a desire to learn and apply new knowledge to their job	
Seeks out and uses new technology to improve the effectiveness of their work	
<b>Attitude</b>	20%
Models professionalism and contributes to a positive, productive working environment	
Accepts feedback from others and uses that feedback to improve their performance	
Demonstrates composure in stressful situations	
<b>Attendance and Punctuality</b>	20%
Is available when needed to Assist with non-routine Assignments	
Shows up to work on time and maintains regular attendance	
<b>Organizational Buy In</b>	20%
Displays a strong commitment to helping grow and achieve the vision of our ministry	
Displays leadership qualities when presented the opportunity to lead	
Working toward meeting assigned departmental goals	
<b>Total</b>	100%

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## Requirements

### **Educational and experience Requirements include:**

- Minimum High School Education
- Must be able to work in fast paced environment
- Must be able to behave in an administrative capacity
- Must be able to problem solve
- Must be a self starter

**SALARY/BENEFITS** Salary is commensurate at a rate of \$15 per hour. For individuals who are currently employed at the church this will be added onto regular payroll during the appropriate pay period.

### **Payroll Periods June 6th-June 17th**

- June 6th-10th Pay Day (June 15th)
- June 13th-17th Pay Day (June 22nd)

TERMS OF EMPLOYMENT EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION, FUNDING AND ALLOCATION OF POSITION IN ACCORDANCE WITH OVERCOMING BY FAITH'S APPROVED CALENDAR SCHEDULE APPROPRIATE TO THE POSITION HELD. CONTINUED EDUCATION CLASSES WILL NEED TO BE TAKEN PERIODICALLY IN ORDER TO MEET THE GROWING NEEDS OF OVERCOMING BY FAITH.