

Our Camp on the beautiful and rugged Oregon coast welcomes a self-motivated, business-minded employee who enjoys the variety of camping life. Our hybrid Office Administrator/ Guest Services staffer oversees the registration process for all camps and conferences, interacts with a wide variety of guests and can manage multiple responsibilities including bookkeeping, scheduling and contracts. We are the opportunity you're looking for.

Office Administrator/Guest Services

Summary

1. Maintain accurate financial records, pay vendors, invoice customers and reconcile accounts;
2. Employ Planning Center registrations for all Wi-Ne-Ma events;
3. Employ Planning Center giving to track donor giving and contact information;
4. Welcome guest groups with patient, courteous and informative engagement;
5. Assist in other areas of Camp as an “extra set of hands” when necessary;
6. Report to the Executive Director;
7. Live within reasonable driving distance of the camp (~ 1 hour) – camp housing may be arranged

Qualifications

Personal/Spiritual Skills

- Agree with the Camp Mission, Ministry and Standards policy
- Committed to Christ through personal devotion which is manifest in practicing a good team spirit
- Willing learner
- Enthusiasm, sense of humor, patience, flexibility, and self-control
- Organize work and accomplish it in a timely manner
- Strongly prefer familiarity with Restoration Principles but not required

Inter-personal Skills

- Be consistently helpful through:
 - Listening patiently to guest needs
 - Speaking courteously and informatively with guests
 - Cooperating with Executive Director
- Learn from mistakes and be correctable
- Team player – work with other staff and assist when primary work is complete

Finances/Administrative

- Familiar with or learn QuickBooks online
- Familiar with or learn Square and Stripe income applications
- Familiar with or learn Planning Center
- Basic knowledge of office tools & software (copiers, computers, filing, MS Office (Word, Excel, Powerpoint), Google apps (Docs, Sheets), etc.) – increase as work requires

Tasks

Finances/Administrative

- “Communication Hub” – politely answer phones and e-mails; pass on messages to appropriate personnel/ churches/ organizations

- Inform inquiring groups and individuals of camp policies and proper use of grounds
- Keep Google Calendar updated w/ guest use of facilities
- Pay vendor bills on-time
- Reconcile bank checking and savings accounts
- Track and organize petty cash for conferences
- Record and make deposits
- Provide proper financial reports to the Executive Director and Board
- Oversee and correspond through the camp's primary e-mail account
- Coordinate Donor mailings (Year-end giving statements, donor appreciation)
- Manage the Camp store, making purchasing decisions with the Executive Director
- Purchase office supplies (toner, paper, binders, stamps, etc.) in coordination with Executive Director
- Recommend programming and procedural improvements to the Executive Director
- Assist publishing and disseminating camp and conference brochures/ promotions as needed
- Make arrangements with the Executive Director when planning time off & professional expenses
- Note any problems around Camp which need addressing while onsite and report appropriately

Camps & Conferences

- Create summer camp and conference events in Planning Center to assist guests in registering
- Facilitate communication between camp and conference directors
- Share in preparations to make camp and conference registrations as seamless as possible
- Oversee summer camp check-in and check-out (on weekends)

Guest Groups

- Promptly respond to group e-mails and phone calls
- Schedule group reservation details; secure necessary documents – contract, insurance, etc.
- Work within Camp calendar according to fixed camp and conference dates
- Communicate group needs to Wi-Ne-Ma staff
- Confer with Executive Director on all negotiables requested by guests

Compensation

- Job expectation is approx. **40 hours per week**. Days off are adjusted due to seasonal needs. A weekly time sheet is required
- Compensation **\$18-\$20 per hour** based on experience; this is a non-exempt position
- The camp pays the employer's portion of social security taxes and the state workman's compensation premiums, as required by law
- Health and dental insurance plan is provided. Specific details are on file. Health insurance covers employee only
- **\$1,500 annual HSA contribution** (prorated based on date of hire)
- Vacation time will be **40 hours** through the first nine months. Unless approved by the Executive Director, these days must be used **outside** the camping season which is *Memorial Day weekend through Friends of Wi-Ne-Ma Day (mid-Sept)*. Time accrues annually
- 10 days Sick Leave/Personal Time Off (see Salaried Staff Policy Manual). Time accrues annually
- Meals for you and your immediate family are available in Camp when the dining hall is operating during the summer camps and conferences

- Seven holidays are given each year outside the summer season: New Year's Day, President's Day, Wednesday before Thanksgiving, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day. Camp staff do not receive Memorial Day, Fourth of July and Labor Day