



Camp Office Assistant

Reports to: Camp Program Manager (CPM)

Job Shift: 12+ Hour Shifts

Position Type: Full-Time Temporary/Seasonal

Employee Status: Exempt

Level: Support

Job Category: Summer Programs

Job Summary:

The Camp Office Assistant carries out all required administrative tasks in preparation for the start of camp, while camp is in session and after the closure of live camp sessions. He/She is a key member of the team providing assistance to the CPM for any admin overload to make sure everything is set up correctly. In addition to admin duties, the assistant helps with staff training, recruiting, volunteer group integration and management and camp program bookkeeping tasks.

Role & Responsibilities:

- To perform any administrative tasks as set by the Camp Program Manager (CPM) to assist with the organization of camp.
- Help prepare and provide hospitality for receiving summer camp staff once they arrive on campus in May.
- Be the communication liaison to assist with any travel arrangements made by summer camp staff regarding arrival and departure. This may include providing transport for staff to and from the airport.
- Take part in setting up the training environment as needed to help properly facilitate training sessions for Summer Staff. This may include

updating and printing all training manuals and instruction materials, setting up the classroom space and maintaining the training schedule.

- Participate in staff recruitment by scheduling and/or conducting interviews for the CPM and other members of the camp leadership team.
- Ensure summer staff have completed their onboarding and MSAP process before their start date.
- Help CPM maintain constant communication with camp staff before their arrival on campus.
- Provide administrative data entry, answering phones and filing.
- Be in charge of controlling the expenses and managing bookkeeping assignments of the program.
- Create, update and share the Clockworks - camp bulletin with all summer camp staff.
- Follow all guidelines of FVCA, including the philosophy, goals, and objectives.
- Assist with program evaluation at the end of each session, and at the end of the summer.
- Participate in end of week debriefing meetings to provide information regarding key administrative areas of camp.
- Schedule meetings between the CPM and camp staff if needed.
- Create meeting itineraries and take minutes for meetings which need to be filed regularly.
- Meet daily with the Camp Program Manager to be informed on job progress and ask for assistance needed.
- Sort and distribute all camp mail and packages. All coordinate with any camp staff with sending or receiving any personal mail.
- Manage Lost and Found items.

- Assist with the camper clothing inventory process before and after weekly sessions.
- Order any office supplies needed for the Leadership team.
- Go on any shopping trips for program or administrative needs. This will also require the assistant to help with shuttle transportation for camp staff.
- Assist with weekend supervision if needed over summer staff as part of a rotation schedule and partner with the Supervisor on Duty to help with the campus staff check-in/check-out process.
- To coordinate activity participation with church and non-profit ministry volunteer groups.
- To provide consistent communications with the designated point of contact or liaison from the partner ministries .
- Promote summer camp to partner ministries through flyers, posters and postcards and social media ads.
- To ensure partner ministries are provided with great hospitality and create a family-like atmosphere for those groups for engagement and exciting participation.
- Complete tasks and/or assignments above and beyond this job description as needed.

Requirements/Qualifications:

- Must be able to start either a week or anytime earlier prior to all summer camp staff's arrival.
- Have a life that exemplifies a relationship with Jesus Christ which also impacts the lives of others.
- Must be authorized to work in the U.S.
- Must have a valid driver's license.
- Must be able to pass a state and federal background check.

- Must have regular church attendance and a pastor/church leader reference.
- Experience working in a fast moving office environment with limited support or supervision.
- Must be a self-starter that has great organizing, writing and communication skills.
- Must be skilled at time management and business operations.
- Knowledge of Microsoft Office packages and the Google platform.
- Having fluency in both Spanish and English is preferred.
- Must be able to adapt and relate, cross-culturally and embrace diversity.
- Temporary relocation to St. Charles, Illinois (55 minutes west of Chicago) to live on our campus for 11 weeks from May -August is optional for this position.