

JOB RESPONSIBILITIES  
**OFFICE ASSISTANT**



**RESPONSIBLE TO:** Office Manager

**RESPONSIBILITY:** To achieve camp goals with major responsibility to assist in the daily operations of the office and work cooperatively with other office staff. Assist in other areas of camp organization as requested.

**MINIMUM QUALIFICATIONS:**

- Must be 18 years or older
- Must have skills with office equipment – computer, copier, phone protocol, bugle, etc
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

**ESSENTIAL FUNCTIONS:**

1. Assist in the daily operations of the camp office.
  - a. Answer the telephone, providing assistance to callers and direct calls.
  - b. Deliver mail and camper email.
  - c. Manage the bugle system.
  - d. Perform secretarial tasks as requested.
  - e. Provide a warm and welcoming place for visitors.
2. Be a role model to campers and staff in your attitude and behavior.
  - a. Follow and uphold all safety and security rules and procedures.
  - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
  - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

**PHYSICAL ASPECTS OF THE JOB:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to safely and properly operate office equipment.
- Manual dexterity to utilize computer and other office equipment.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

**OTHER JOB RESPONSIBILITIES:**

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor
- Participate in staff meetings
- Assist in other camp duties as needed