

VOLUNTEER RESPONSIBILITIES

OFFICE ASSISTANT



RESPONSIBLE TO: Office Manager, Support Staff Team Leader

RESPONSIBILITY: To achieve camp goals with major responsibility to work cooperatively with office staff. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older
- Must have experience in the on-going operations in an office
- Must have skills with office equipment – computer, copier, phone protocol, bugle, etc
- Must be able to work well with others
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

GENERAL RESPONSIBILITIES:

1. Answer the telephone and take messages as assigned
2. Assist with mail delivery and distribution
3. Assist with radio communication and bugles
4. Perform secretarial tasks such as typing, copying, filing, etc.
5. Greet and direct guests that arrive at the office
6. Attend all staff meetings and in-service training sessions