

## **ADMINISTRATIVE ASSISTANT**

**PURPOSE:** To support the United Methodist Camping Ministry at Lazy F Camp and Retreat Center by completing administrative functions related to guest group services, performing organizational functions of the camp, and completing clerical duties related to our summer camping program.

### **SPECIFIC DUTIES:**

#### **GUEST GROUP ASSISTANCE**

1. Provide information over phone and via email to respond to questions.
2. Obtain, coordinate, and dispense information for perspective and contracted groups and their retreat.
3. Ensure camp staff is informed of special requests.
4. Communicates with group leaders via phone and email.
5. Keep updated calendar of events and retreats.
6. Utilize software program for invoices, contracts, statistics, and reports related to guest groups.
7. Welcome groups and provide friendly, accommodating service to guests while on site.

#### **OFFICE ADMINISTRATION**

1. Develop and maintain office procedures for more effective service.
2. Develop and maintain organized record keeping and filing systems.
3. Develop and implement an effective communication system for messages to and from staff, volunteers, and guests.
4. Make recommendations to the Camp Director about other administrative needs or improvements.
5. Basic office administration, including: distributing outgoing & incoming mail for camp, campers and staff; operate copy machine and computer; data entry; type and send correspondence as needed; filing; phone calls, flier design & layout, and other tasks as needed or assigned by Director.
6. Handle on-site registration of campers for Lazy F directed camps and events.
7. Maintain clean and organized office environment.

#### **SUMMER CAMP ADMINISTRATION**

1. Communicates with the Camping Registrar in matters related to registration.
2. Communicates with prospective families via phone and email as the on-line registration occurs, and prior to camp.
3. Keeps track of registration materials that are submitted and requests this information when it is missing.
4. Is present at check in and checkout of each session to handle administrative tasks.
5. Coordinates paid and volunteer staff documentation including the collection and tracking of needed forms.
6. Coordinates collection and distribution of camper mail.
7. Organizes all registration materials by Thursday at midnight for the next camp session (usually beginning on Sunday).
8. Coordinates evaluation process for each session.
9. Completes administrative details for each session after its conclusion: collects, organizes, and compiles all necessary items to comply with requirements of the National Military Family Association and Operation Military Kid.
10. For military camps, successfully completes the selection process to determine which applicants will be able to attend camp.
11. Invite campers from the waitlist when campers decline their invitation to attend the camp
12. Performs other related duties, as assigned by the Program and Operations Directors.

**RESPONSIBLE TO:** Camp Director, also receives direction from Program and Operations Directors.

#### **ESSENTIAL FUNCTIONS**

##### **Desired Qualifications:**

- Previous experience working in an office or education in office management.
- Extremely well organized and ability to establish and maintain efficient systems.

**Skill to:**

- Ability to establish and maintain effective working relationships with co-workers and guests.
- Flexibility to work in changing conditions.
- Communicate effectively with others, smiles while talking on the phone with guests.
- Able to fulfill responsibilities and respond to inquiries in timely manner and meet deadlines.
- Supportive attitude towards the United Methodist Church and Lazy F Camp and Retreat Center.
- Effectively and tactfully communicate in the English language in both oral and written forms to include the effective presentation of information to both adults and children.

**Knowledge of:**

- Computer systems.
- Proper English usage, punctuation, vocabulary, and spelling.

**Work Environment:**

- Must work in the camp office between the hours of 8:00 am and 5:00 pm various days of the week, including Saturdays.
- During the summer, would need to work on Sundays for camp check in.
- Need to have cheerful disposition in working with guests both in person and on the phone.
- Work place atmosphere is fast-paced with high pressure.

**Environmental Exposure:**

- Temperature and weather conditions may vary considerably including quite hot in the summer, with snow and ice in the winter.
- Need dependable transportation for travel on roads with snow and ice.
- May be exposed to dust, pollen, cobwebs, dirt, bats, rodents, and rodent droppings.

**TIME COMMITMENT:** Non-summer months: 15 to 20 hours per week, 40 hours per week in the summer. Schedule to be determined by Camp Director.

**LENGTH OF TERM:** Initial two-month probationary period, then yearly contract.

*Lazy F Camp and Retreat Center* is located twelve miles southwest of Ellensburg, Washington in the heart of the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. It is an ideal location for a retreat or conference, providing clean facilities and delicious home cooked meals. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.