

CAMP JUDSON

12965 Old Hill City Rd
Keystone, SD 57751

EMPLOYMENT INFORMATION



Position: *Office Assistant*

Reports to: *Managing Director*

Job Description: *Responsible for office duties as listed below*

- Answer camp phone
- Track camper registrations
- Inform weekly camp coordinators of registration issues, updated camper numbers, parent questions, etc.
- Track donations and send receipts to donors
- Assist with mailings and promotions
- Bookkeeping involving tracking expenses and income
- Welcome groups as they arrive
- Taking pictures during camps
- Updating social media sites and camp website
- Organizing the office, which includes filing, archiving, and tracking historical documents
- Assistance as needs arise

Desired Background: *Applicants should possess and/or demonstrate the following qualities and/or skills —*

- Committed Christian with a growing faith.
- Commitment and enthusiasm for the Christian camping ministry.
- Willingness to carry out assigned tasks with or without direct supervision
- Ability to relate well with others.
- Ability to train, work with and supervise part-time and program staff.
- Flexibility and ability to pivot as needed with the dynamic nature of camps
- 2 – 4 years' experience in office setting and/or doing administrative tasks
- Excellent customer service skills
- Strong computer and data entry skills

Specific Requirements: *The position demands the following tasks —*

- Assistance with preparations for and hosting of guest groups —
- Tactful dealings with personnel, campers and guests.
- Assistance with day-to-day operations and administration, camp promotion and fundraising, booking and coordinating groups as needed.
- Helping out weekly coordinators' requests that may arise.

Physical Requirements: *Applicants must capable of the following —*

- In good health, emotionally stable and able to handle the position's mental, emotional and physical challenges.
- Ability to answer phones
- Ability to work at a desk
- Ability to physically move around camp as needed to be present in multiple buildings

Compensation package:

- \$20/hour
- Flexibility in scheduling
- Position can be anywhere from 20 -30 hours per week
- Meals supplied through camp kitchen on working days when available

This is not your typical job, but it also has benefits and blessings that aren't typical in other jobs. You will work harder than you've ever worked before and, at the same time, you will see the hand of God at work in so many ways. If you are interested in applying for the position and think you have what it takes, please send a resume to amy.preator@gmail.com.