



Job Title: Office Director

Job Type: Full-Time, Year-Round

Wage: \$18-22/hr based on experience

Overview:

The Office Director is responsible for the daily office work and guest relations, as well as administrative assistance to camp director.

Main Areas of Responsibility:

- I. Administrative Services
 - a. Perform office, clerical and support services for the Executive Director, as well as assist other staff as assigned by ED.
 - b. Perform daily and monthly telecommunications, orders, purchases, printings, mailings, and processing of camp mail.
 - c. Perform accounting, filing, financial and record-keeping duties, including but not limited to:
 - i. Processing and verifying deposits
 - ii. Maintaining donation records
 - iii. Paying camp bills
 - iv. Filing tax reports
 - v. Issuing payroll checks
 - vi. Issuing W-2s and 1099s
 - vii. Manage insurance payments
 - d. Work with the camp Treasurer to prepare financial statements and reports
 - e. Oversee and update the camp schedule/calendar, and provide reminders to involved parties of camp events
- II. Summer Camp Registration and Retreat Guest Services
 - a. Oversee registrations for all camp events.
 - b. Greet, welcome and direct guests to where they need to go.
 - c. Oversee check-ins and check-outs.
 - d. Oversee billings for events or facility usage.
 - e. Receive and process requests for promotional materials.

Skills Required:

- Advanced Computer Skills (Microsoft Office, QuickBooks, Web-Based Registration, Website building, etc.)
- Develop good working relationships with a wide range of people.
- Well organized with the ability to manage a varied and complex workload

Send Resumes to: tyler@oilbelt.com