



Job Title: Secretary

Job Type: Temporary, Part-time – 35hrs/week

Overview:

Oil Belt Christian Service Camp is seeking a temporary, part time secretary during our full-time secretary's maternity leave. Employment dates: April 2 - May 25.

Main Areas of Responsibility:

- Perform office, clerical, and support services.
- Perform daily and monthly telecommunications, orders, purchases, printings, mailings, and processing of camp mail.
- Perform accounting, filing, financial, and record keeping duties, including:
 - Processing and verifying deposits
 - Maintaining donation records
 - Overseeing billings for events and facility usage
- Oversee registration for events and summer camp

To Apply:

- Mail, Email or Drop-Off your resume to our Camp Office.

Mail: Oil Belt Christian Service Camp
555 Park Road
Flora, IL 62839

Email: tyler@oilbelt.com