

Camp Roger Camp Scottie

Camp Roger Job Description Administrative Assistant

Job Summary: The administrative assistant is an integral position supporting the Executive and Associate Directors and provides key support in the areas of finance and human resources.

Camp Roger's Faith Statement:

At Camp Roger, we believe that Christians share the following core beliefs and convictions:

1. **First**, that there is one true God who is made known to his creation through the person of the Trinity: The Father who created us, Jesus Christ the Son who died for us, and the Holy Spirit who guides us.
2. **Second**, that the Bible is the true and inspired Word of God, revealing God's character and redemptive story of his creation.
3. **Third**, that God's worldwide church, which includes all Christians, has been called and equipped to co-labor with Christ in building the kingdom on earth.

As a diverse group of Christians, we seek to live in order to find our center in Christ for the purpose of serving God together. We commit to working in the same direction together, orienting ourselves toward Christ in all things.

Staff Cultural Characteristics:

1. Growth mindset
2. Christ-centered life
3. Humility
4. Pursues unity and reconciliation
5. Loves and cares for others

Responsibilities:

1. Assists with human resource processes
2. Assists with financial processes such as cash counting, payroll, and credit card reconciliation
3. Schedules meetings of the Camp Roger Board of Directors and Board committees
4. Schedules staff meetings and reminders
5. Attends Board, committee, and staff meetings, takes meeting minutes, quickly processing and distributing to those involved
6. Maintains general office supplies

Responsible to: Associate Director

Member of: Year-Round Staff

Requirements:

1. Attention to detail with strong organizational skills
2. Three years of related and comparable administrative assistant experience
3. Energetic and cordial representative of Camp Roger
4. Excellent customer service, organizational, time-management, communication, problem-solving, and interpersonal skills
5. Proficiency with Microsoft platforms, QuickBooks, and comfort with online databases
6. Ability to work both independently with limited supervision and as part of a team
7. Able to maintain confidentiality and discretion in handling confidential information
8. Agrees to sign and strive to live up to the standards outlined in Camp Roger's Faith and Life Covenant (located at CampRoger.org/about)
9. Ability to lift 20 lbs

10. High school diploma

Compensation and Benefits:

1. This is an hourly position averaging 20-30 hours per week and requiring some evening and weekend work
2. Pay range is \$18-\$20 per hour with overtime compensated at a 1.5 times hourly rate after 40 hours.
3. Simple IRA with company match up to 3%
4. PTO (Personal Time Off) = 5 personal days, plus 7 holiday days per year
5. Employee Assistance Plan through Pine Rest
6. Facility rental discount
7. Summer camp discounts

BIPOC applicants are encouraged to apply.

To Apply:

1. Send a short cover letter detailing your interest and qualifications along with your resume and three personal and/or professional character references to Donna Messina at donna@camproger.org.
2. Interviews will be conducted as applications are received.