

# **JOB DESCRIPTION**

## **OFFICE ASSOCIATE**



RESPONSIBLE TO: Registrar  
CLASSIFICATION: Hourly Staff  
STATUS: Part-Time Non-Exempt (Hourly)

### **General Qualifications:**

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the Camp Lebanon's objectives and Statement of Faith.  
<http://camplebanon.org/about/statement-of-faith>
3. Understanding of the nature of camp ministry, its joys and strains.
4. Team attitude, flexible spirit, people-orientation, emotional maturity.
5. Able to communicate clearly the love and life of Jesus Christ.

### **Job Qualifications:**

1. Skilled in data entry with computer proficiencies and good memory recall.
2. Basic knowledge of Microsoft Office, Excel, and Publisher.
3. Friendly, warm, outgoing personality.
4. Self-starting and fast worker.
5. Attention to detail and high standards of accuracy.
6. Ministry heart with an eagerness to serve both the Camp team and Camp's guests.

**Position Mission Statement:** The Office Associate will advance Camp Lebanon's office team by supporting the registration, reception, and general administration processes. The Office Associate will also seek to foster team unity, catalyze organizational excellence, maximize ministry opportunities, and ultimately enhance the experience of guests in fulfillment of Camp's mission to "provide a 'Meeting Place with God' to help the Church do the work of Christ."

## **POSITION RESPONSIBILITIES**

### **1. REGISTRATION SUPPORT (40%)**

- A. Contribute to accurate and timely data entry for Camp-programmed events.
- B. Support registration functions as assigned.
- C. Participate in the check-in rotation for Camp Lebanon programmed events as fits schedule.
- D. Provide support to the billing and accounts receivable for individuals and churches.
- E. Produce registration deliverable and other necessary documents as needed for Camp events and mailings.
- F. Support the management of Camp's scholarship program.

### **2. RECEPTION (40%)**

- A. Represent Camp to on-site, telephone and e-mail guests as a primary office receptionist.
- B. Maintain an organized workspace and tidy office/reception area.

### **3. MINISTRY AND ADMIN SUPPORT (20%)**

- A. Complete special projects as assigned.

### **STAFF TEAM RESPONSIBILITIES:**

1. Meet regularly with Supervisor to discuss responsibilities.
2. Attend Office Staff Meetings as required.
3. Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
4. Apply biblical Body Life principles to preserve and enhance staff unity.