



Office Assistant: Position Overview

Department: Office

Reports to: Office Manager

Application Deadline: March 1

Description

Round Lake Christian Camp was founded in 1949 by the Christian Churches and Churches of Christ in the North Central Ohio area. Today, it consists of two campuses. Main Camp is situated in Lakeville, Ohio while Wilderness Camp is in Licking County. More information may be found at www.roundlake.org. The position of Office Assistant is for the Lakeville campus.

Round Lake is a year-round facility. The summer camp season is the camp's busiest time of year as it hosts over 2,000 campers in a 10-week time period. For this reason, additional summer staff is hired each year for that time.

The Office Assistant is hired to ease the workload of the Office Manager during the summer camp season. Additional hours may also be available (but are not guaranteed) in the weeks leading up to and following the summer camp season. Commitment is made to work one summer season. Office Assistant may reapply for the position the following year. Assistant must commit to work Sundays-Fridays from early June to mid August.

A typical day consists of approximately 75% office work and 25% camp store work. Other tasks may vary.

Salary is paid by-weekly. Room and board is available to applicable summer staff, but living on-site is not required. Employment with Round Lake Christian Camp is at-will.

Education/Experience

- High school diploma or equivalent required
- One or more year of college preferred
- All majors considered
- Previous office experience beneficial but not required

Responsibilities

- Input camper registrations into the database
- Maintain camper records and file necessary paperwork
- Serve as receptionist
- Oversee camp store with volunteers
- Sort and deliver mail
- Assist with camper and volunteer check-in
- Other duties as assigned

Required Skills

- Ability to think on one's feet
- Effective oral and written communication skills
- Leadership skills for managing volunteers
- Adequate mathematical skills for calculating monetary transactions
- Flexibility in an ever-changing camp schedule
- Ability to work alone or in group settings
- Self-starter able to complete work on time without direct supervision
- Ability to lift 50 pounds

Disclaimer: The above job description is not intended to describe in detail the multitude of tasks that may be assigned. Rather it is intended to give the applicant a general sense of the responsibilities of this position. As the nature of the camp may change, so too may the responsibilities of this position.