



Bayside Camp and Retreat

Position Description | Administrative Assistant

Position Purpose:

To further the mission of camp by assisting in completion of necessary paper work, phone calls, and emails. The Administrative Assistant will be a first point of contact for many parents and members of the public and will work closely with the Executive Director in the area of public relations.

Essential Job Operations:

1. Communicate with outside organizations, parents, etc:

- a. Answer the phone, check messages and answer emails.
- b. Answer any questions that people may have about camp and organize camp tours.
- c. Communicate with churches, Family/Child Services, JumpStart and other organizations that provide funding to campers.
- d. Make pre-week phone calls/emails to parents with reminders and notices for their child's upcoming camp
- e. Check the camper email daily and give it to the program director
- f. Assist Head Cabin Leaders in making 48 hour phone calls to parents
- g. Manage Financial Assistance Applications and work with sponsors to ensure sponsorship and good record.

2. Organize weekly paperwork:

- a. Ensure that sign in/sign out paper work is ready for Sunday/Friday evenings.
- b. Weekly prepare and organize the 48 hour phone call sheets, Birthday Cards. and Postcards, with the Cabin Leaders.
- c. Create a list of medication taken by campers each week which will track when medications will be administered.

3. Data entry and management of online database:

- a. Enter all registrations into the computer and send confirmation packages
- b. Enter information gathered at Sign-in and Sign-out: financials, registration information, medical, etc. alongside the Director
- c. Ensure all camp fees have been paid and bill appropriate agencies for payment.
- d. Manage the online database (CampBrain).

4. Manage First-Aid:

- a. Administer First aid.
- b. Call 911 should there be an emergency.
- c. Administer daily medication of campers (with a director).



Employment Details

Weeks of Work:	10-14
Start Date:	TBD
End Date:	August 23, 2024
Staff Training Dates:	Highly recommended conference weekend: May 10-12 Mandatory staff training: May 24-26, June 7-8
Gross Salary:	Base Rate: \$450/week

Requirements/Skills

- Current CPR and Standard First Aid
- Ability to work with children and adults
- Ability to communicate effectively through various modes of communication which include phone, email and face-to-face.
- Basic accounting skills
- Strong leadership, organizational, and communication capabilities
- Ability to work independently, prioritize work load and manage time efficiently \
- Self-directed with excellent time management

Other Responsibilities

- Answer questions from parents at drop-off and pick-up
- Aid staff in completing paperwork involving publicity, such as birthday cards and postcards
- Work closely with Treasurer on registration payments
- Lead Bible Study, staff prayer time and mentor younger staff in accordance to Bayside's Camp's Statement of Faith.
- Assist in leading school field days in the spring
- Carry out all other duties as assigned by Directors

Relationships/Accountability

Reports to: Directors

Peer Relationships: Secondary Leadership Team

Internal Relationships: Camp staff, campers

External Relationships: Parents, outside organizations, visitors