



**TURTLE MOUNTAIN BIBLE CAMP**  
Office Administrator Job Description - 2024



**Job Title:** Office Administrator

**Reports To:** Camp Directors

**Salary:** To be determined by the Board based on experience

**Duration of Job:** October-April at 15 hrs approx. per week, remote; May-Sept full time, living on site.

**TMBC Mission Statement**

TMBC exists to bring glory to God by providing a recreational setting that is both relevant and relational for the primary purpose of helping campers and staff reach their full potential in Jesus Christ.

**One Hope Canada Mission Statement**

We present the Gospel, particularly to those having the least opportunity to hear of Christ and especially to children and youth, and we disciple believers for living and serving through His Church.

**Primary Objectives**

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To accomplish the primary objective by effectively managing administration and other activities related to Turtle Mountain Bible Camp.

**Key Responsibilities**

- Develop and maintain a healthy and reliable personal support team achieving 100% of the assigned Support Target.
- Overseeing camper and guest group registrations.
- Preparing weekly documents for the spring/summer seasons.
- Organizing and hosting guest groups.
- Assisting the Camp Directors with promotional, thank you's, and other print/digital materials.

**Core Competencies**

- Planning and Organization
- Communication
- Friendly and Good Communicator
- Self-Motivation
- Good Judgment
- Confidence and experience using computer programs

**Job Requirements**

- Follower of Christ
- Passion for the Gospel
- Live on-site from the start of May to the end of September. Available between October-April to host guest groups and events at TMBC when scheduled.

**Education and Experience**

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset

## **General Responsibilities:**

This person is responsible for managing registrations for all summer and off-season programs and for providing administrative support for the Camp Directors. This position requires exceptional organizational and administrative skills, strong general office skills, the ability to train and supervise others (paid and volunteer), and proven ability to work as part of a team to build the Kingdom of God. The successful candidate must have an excellent working knowledge of computer programs. Duties will also include preparing brochures and other promotional materials as well as overseeing the camp website.

The Office Administrator is also required to attend and direct the registration procedure at camp. Responsibilities are to be carried out in a way that will honour Jesus Christ and comply with One Hope Canada's Statement of Purpose and the TMBC Mission Statement.

The intensity and focus of this position varies seasonally between camper registrations, administrative assistance, and hosting guest groups.

## **Office Administrator: Scope of Responsibilities**

- Foster good relationships with all constituents (parents, campers, volunteers, full-time team, and Board) through courteous, prompt and accurate verbal and written communication.
- Accurately maintain all parts of the camper database (registrations, fee payments, skills, sessions, mission team, statistics, etc.).
- Attend and organize on site registration for TMBC programs (prepare cabin lists and other documentation, process payments, database entries, etc.).
- Manage and maintain office equipment and supplies to provide good service and responsible stewardship.
- Receive and sort Lost & Found and facilitate its return to owners. Arrange for unclaimed articles to be donated.
- Oversee and be involved with Guest Group bookings and hosting.

## **Spring and Summer**

- Accurately maintain all parts of the camper database (registrations, payments, skills, sessions, staff, statistics, etc.)
- Communicate with campers and their parents (answering phone calls politely, sending acceptance letters, receipts, etc.)
- Prepare cabin lists and table teams
- Print out correct documentation for Registration days
- Attend the Registration day for each of the camp sessions and process all payments and database entries
- Answer the phone (this pretty much consumes May & June)
- Receive and sort all Lost & Found to be given to be donated
- Oversee guest group & school group bookings and correspondence and assist with hosting

## **Fall and Winter**

- Assist with preparing summer and off-season brochures, newsletters, etc.
- Assist with hosting guest groups
- Prepare Summer Volunteer Applications and reference forms
- Prepare the January brochure mail-out and distribute brochures to local businesses and churches
- Writing and sending thank you notes to donors and supporters
- Oversee website design and updates
- Maintain office supplies
- Assist with distributing Summer Volunteer Applications
- Manage Volunteer database and guest group database
- Coordinate contributors and proofread articles for OHC Newsletter and TMBC newsletter
- Assist the Camp Director as required!