

Office Administrator Job Description

General Accountability

This is a full-time working position and is the primary contact with the Camp's constituency including rental groups, campers, donors and lot leaseholders. This person oversees the day-to-day operation of Arlington Beach Camp & Conference Centre Inc's office including but not limited to payment collection, database maintenance and enhancement and other paperwork. This position reports to the Executive Director. This person must always keep in mind the Camp's mission.

Arlington Beach Camp is a place where people of all ages learn the way of Jesus, experience community, and celebrate creation.

We exist to make Jesus visible in the world by...

- ***Welcoming all with hospitality, kindness, and respect***
- ***Being a place of rest, play, and renewal***
- ***Practicing friendship, reconciliation, and authentic community***
- ***Equipping leaders to serve with compassion and joy***

This position requires a high level of Christian commitment and a demonstrated spiritual leadership and maturity in both personal and professional relationships.

1. The Office Administrator should be a parishioner of a local evangelical church.
2. The Office Administrator will possess a vision for the ministry of Christian camping.
3. The Office Administrator will preferably have office administration training.
4. The Office Administrator will have a proven ability to work well with the public, especially in customer service and hospitality.
5. A working knowledge of the Microsoft Office suite programs is an asset.

Duties and Responsibilities

1. Present a cheerful tone on the phone and in person. Since this is often the first contact a person will have with the camp, this contact must be polite, professional and cheerful.
2. Responsible for maintenance of several databases including lot leaseholders, campers, mailing list, churches and pastors and will show initiative in using this information in conjunction with the Executive and Associate for marketing, operational, and fundraising purposes.
3. Responsible for processing payments, preparing deposits, cheques, cash register, petty cash/other cash boxes, and the operation of the safe.
4. Responsible for developing and implementing office procedures, office routine, bookings, contracts, mail, typing, and correspondence of Executive and Associate Director.
5. Accept donation payments and record donations in the donations tracking software system.
6. Provision of monthly reports from the donations tracking software system to the accountant for reconciliation.
7. Preparation of annual charitable donation receipts for donors. These receipts must be prepared and mailed to donors no later than January 31 of each year.
8. Acceptance and initial processing of camper registrations.
9. Preparation of camper receipts for federal and provincial income tax deduction purposes. These receipts must be prepared and mailed to the parent of each camper no later than January 31 of each year.
10. Maintain and communicate WHMIS (Workplace Hazardous Materials Information System) program.
11. Oversee office assistant when applicable.
12. Communicate with other staff with respect to scheduling of camp activities for various user groups.
13. Responsible for updating and preparing social media accounts, website communications, and other communications throughout the year with direction from the Executive and Associate Director.
14. Other duties as assigned.

Location:

Arlington Beach Camp is a Christian camp and Conference Centre located on the northeast shores of Last Mountain Lake, Saskatchewan. It is located approximately two hours from Saskatoon, two hours from Moose Jaw, and 1.25 hours from Regina.

Applications

Interested applicants are invited to apply by emailing a resume and three references to contactus@arlingtonbeachcamp.com.

We wish to thank all applicants for their interest in employment with Arlington Beach Camp; however, only those applicants invited for an interview will be contacted. Please note that present and past employers may be contacted. The successful candidate will be required to submit a criminal record check and vulnerable sector check prior to beginning employment.

Questions

If you have any questions or need more information, please call Arlington Beach Camp at 306-484-4460.