

BAIR LAKE BIBLE CAMP

JOB DESCRIPTION

Position: Office Manager

Responsible to: Executive Director

Spiritual Qualifications:

We are seeking a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit;
- has discovered, developed, and is using their spiritual gifts;
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches;
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable; and
- demonstrates a life characterized as gospel-driven, worship-focused, morally pure, evangelistically bold, discipleship-grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith* and *Covenant/Commitment Statement*, which must be signed upon hiring.

Other Qualifications:

We are seeking a professional who has strong interpersonal, organizational, and clerical skills, as evidenced by:

- Excellent written and verbal communication skills.
- A team player who is willing to serve fellow team members, the public, and volunteers with kindness, compassion, and professionalism.
- Working knowledge of office equipment with a willingness and ability to assist others in using the equipment.
- Thorough understanding of office management procedures.
- Excellent organizational and time management skills.
- Initiative in seeing and completing office tasks and/or implementing the necessary steps to accomplish them.
- Ability to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and other busy seasons, and flexible with occasional short-notice adjustments of work schedule due to the requirements of our mission.
- Comfortable working with a high degree of attention to detail.
- Analytical abilities and aptitude in problem-solving and a willingness to incorporate new and effective ways to achieve better results.

- Proficiency in using the internet, email, Google Workspace, Microsoft Office Suite, and other necessary software.
- Knowledge of Adobe Creative Suite is preferred but not required.
- Proven experience as an office assistant, office manager, or other relevant administrative role is required.
- Customer service experience is required.
- A basic understanding of accounting is required.
- Knowledge of camp-related database systems (we use CampBrain) preferred, but not required.
- A prior connection and interest to camp ministry is preferred, but not required.
- Must pass background check and clearances required for a Michigan licensed facility.

Responsibilities:

The Office Manager will:

- Organize the office and assist team members with administrative processes.
- Perform receptionist duties such as answering phones, greeting guests, managing incoming and outgoing mailing (including mass mailings), organizing file systems, and responding to inquiries.
- Monitor the use of office supplies and create orders as necessary.
- Maintain office equipment and respond to requests or issues concerning equipment.
- Execute regular communications to staff and guests in a timely manner.
- Provide administrative assistance to the Executive Director and Department Directors.
- Provide bookkeeping and marketing support as directed by the Executive Director.
- Intake and record all incoming monies.
- Create and update database records, ensuring accuracy and validity of the information.
- Maintain camper accounts including billing and collecting payments.
- Be the primary administrator of database software (currently CampBrain). Due to the nature of the information handled in this responsibility and others, the successful candidate must be discreet and fully protect confidential information.
 - Process all registrations and camper-related forms and information.
 - Coordinate all camper check-ins and check-outs.
 - Configure, maintain and close all database seasons.
 - Assign volunteer, guest, and camper housing.
 - Run reports as necessary or at the request of other staff.
- Help to coordinate volunteers to support BLBC's ministry including recruiting, conducting background checks, checking references, assigning positions, and communicating with applicants.
- Serve on the IT Team, which troubleshoots, maintains, and upgrades IT systems and equipment.
- Support camp store/gift shop operation by performing functions delegated by the Director of Operations, which could include but are not limited to ordering, pricing, and designing merchandise, stocking, inventory, training

staff, tallying monies, reporting, customer service, online store management, integrating the database, camper accounts, etc.

Physical Demands

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff member is regularly required to sit and talk or hear. The staff member frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The staff member is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The staff member must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

DISCLAIMERS: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC's sole and absolute discretion. The staff member may also resign from employment at any time. BLBC and staff member acknowledge that under normal circumstances, at least a two-week notice should be given to the other party.