



bair lake
bible camp

**PART-TIME
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

Responsible to: Director of Administration

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 person 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.
- Is trainable or has working knowledge of office equipment with a willingness and ability to assist others in using the equipment.
- 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.
- Comfortable working with a high degree of attention to detail.
- Ability to use computers and phones.
- A prior connection and interest to camp ministry is preferred, but not required.

- Must pass background checks and clearances required for a Michigan licensed facility.

This is a part-time position, requiring approximately 10 hours per week.

Responsibilities:

The Office Apprentice will:

- Assist team members with administrative processes.
- Perform receptionist duties such as answering phones, greeting guests, assist with incoming/outgoing mail and office cleaning.
- Monitor the use of office supplies and report to supervisor if additional supplies are needed.
- Organize the office and assist team members to optimize processes.
- Sort and distribute communications in a timely manner.
- Create and update records, ensuring accuracy and validity of information.
- Use CampBrain software to process registrations and other camper-related forms and information. Due to the nature of information handled in this responsibility and others, the successful candidate must be discreet and fully protect confidential information.
- Resolve office equipment malfunctions and respond to requests or issues concerning equipment.
- Provide administrative assistance to the Executive Director and Department Directors.
- Complete other tasks as directed by supervisor. From time-to-time, these other tasks may include tasks in other departments such as housekeeping, kitchen, or maintenance.

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 the 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 reflect the current job accurately, 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 one-month notice should be given to the other party.