



**12500 Prang St
Jones, MI 49061**
888-899-7712 | blbc.com

**Experience
Life-Changing
Relationships**

All Discipleship

1. Grow in understanding and application of God's Word (1 Timothy 4:7)
2. Build lifelong relationships with full-time staff and each other (Hebrews 3:12-14)

Office Apprentice Milestones

Milestone 1 (1 month):

1. The Office Apprentice has completed all Campbrain, phone, copier, and google workspace training.
2. You are able to answer phone calls and emails in a timely, personable, and professional manner.
3. The apprentice is able to manage all incoming and outgoing mail and packages, and is diligent in keeping the immediate and general workspace clean, organized, and supplied (this includes the coffee maker).

Milestone 2 (2-4 months):

1. By completing the second milestone, you are able to keep the camp database clean and organized.
2. You are now proficient in e-blasts and pre-event communication.
3. The Apprentice is now able to be a primary registrar for BLBC-sponsored events both prior to the event and during the check-in/ check-out times of the event.
4. You have been faithful in sending the monthly prayer and praise report, and ordering supplies.

Milestone 3 (6 months):

1. By completing the third milestone, the Apprentice is now the primary assigner of event housing (cabinizer), and should be able to complete all tasks in summer and retreat binders.
2. You are knowledgeable of our record retention policy and keep our records up to date with the policy.
3. The Apprentice should be able to handle 75% of all external communication (i.e household balances, scholarship approvals, pre-event, post-event, answering information emails, urgent notices, etc).

Milestone 4 (final months):

1. By completing the fourth milestone the Apprentice is now able to close and create seasons in Campbrain.
2. You are able to run overnight camp check-in and out successfully.
3. The Apprentice is self-motivated, aware of future projects and tasks, and able to problem solve on their own within their scope of authority.