OFFICE ASSISTANT

DATE: In-person training: June 13-18;
Camp sessions: June 20-August 13

MINIMUM AGE: 18 years old by the first day of Camp

COMPENSATION: In-person training: $350; camp sessions: $350 (first year), $375 (second year), $400 (third year); room and board

Camp Men-o-lan
Life Change through Christ.

EXPECTATIONS BY CORE VALUES

CARING

Our Office Assistant demonstrates with their actions and words that they truly care about Men-O-Lan's ministry and everyone in it, including our campers, camper parents, and staff.

NURTURING

Our Office Assistant supports the work of the Leadership Team and counselors so they can ensure that each camper experiences the nurturing aspect of Camp.

RESPECTFUL

With every word and action our Office Assistant shows respect to campers, staff, parents, and themselves, and express that they love and honor Jesus.

COOPERATIVE

Our Office Assistant works closely with the Program Director, Registrar, Media Specialist, and and our summer camp leadership to coordinate paperwork, social media posts, and communication with parents.

FUN

Our Office Assistant shows Camp's fun side through social media posts, weekly newsletters, Camp Store set up, and other tasks that incorporate a design element.

EXCELLENT

Our Office Assistant carries out their tasks promptly, completely, accurately, and meeting the highest standard of quality. They aim for excellence to represent our excellent God and to help Camp represent Jesus and His work well.

SAMPLE LIST OF TASKS

Our Office Assistant sorts and delivers camper and staff mail daily. They prepare counselor folders weekly with the necessary paperwork, and create & distribute camper newsletters in Overnight Camp. They process camp evaluations using a Google spreadsheet. They assist the Media Specialist in organizing and uploading camp photos and videos to Google Photos. They post on Camp's social media accounts, sort out camper t-shirts, and label and date camper birthday cards. They answer the camp phone when in the office, and assist with late drop off and early pick up. They complete any other tasks at Camp if needs arise.

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