

# OFFICE MANAGER

## JOB DESCRIPTION

February 1, 2024



## DESCRIPTION

Provide Christ-honoring management of the office duties of Camp. Duties include front desk, store, and camper registration. Ensure a high level of service and quality to all visitors and guests who experience camp. This position reports directly to the Executive Director. This position is responsible for caring for the resources given to camp from God.

## MISSIONARY MINDSET

We consider Full-time staff as missionary families serving in the ministry, not a 9 to 5 job for an employee. Therefore, family involvement, daily schedule, yearly schedule, days off, benefits, and perks are seen through the lens of missionary mindset.

## FINANCIAL SUPPORT

To keep camper fees low (2 Cor 11:9), all Full-time staff are expected to raise support for their ministries. Salary level will not depend on the amount of support coming in. However, a 75% support level must be reached before starting to serve at camp. Staff is expected to continue the fundraising effort and reach 100% support within the 1<sup>st</sup> year at Living Waters.

## RESPONSIBILITIES

- Technical
  - Front office
    - Oversee receptionist duties including welcoming visitors, monitoring phone, and maintaining general camp email.
    - Maintain an orderly and organized appearance of the front office.
    - Oversee printing schedule to ensure newsletter, brochures and other communication is printed and sent on time.
    - Prepare/print material as needed for staff.
    - Manage incoming mail and handle all outgoing mailings.
    - Prepare Annual & Quarterly Reports.
    - Assist Executive Director when needed.
    - Maintain all applicable files on servers and databases as well as archived paper documents.
    - Oversee the office equipment, supplies and meeting rooms.
    - Phone and digital correspondence with guests.
    - Responsible to recruit volunteer staff to meet the needs of the Office.
      - Oversee summer staff and volunteers assigned to office responsibilities.
      - Work with a variety of ages as we welcome families to come to serve together.
      - Provide training and education to staff and volunteers assisting in the Office.
    - Take meeting minutes at monthly staff meetings.
    - Attend camping conferences and implement learning into camp when appropriate.
    - Work within the budget guidelines and operational goals.
  - Registration
    - Run check-in for camp events.
    - Assist with overseeing camper and volunteer registration process.



- Process Camper Scholarship Requests.
- Store
  - Oversee the day-to-day operations of the camp store.
  - Phone and digital correspondence with vendors.
  - Attend educational food shows.
  - Ensure equipment meets government standards, working with maintenance or vendors on repairs.
- Spiritual
  - Shares the gospel when serving guests to the office and store.
  - Find discipleship opportunities to encourage the volunteers, and staff children to grow in their Christian Character, through administration and stewardship
  - Committed to studying God's word to better equip volunteers, and staff families with God's truth in love

## QUALIFICATIONS

- Spiritual:
  - Have a solid spiritual walk with Jesus Christ.
  - Have a servant leadership mentality.
  - Exhibit a Christ-like attitude.
  - Called by the Lord to serve at Living Waters Bible Camp.
  - View this position as a servant ministry.
  - Actively involved in a local assembly or church.
  - Agreement with the Doctrinal Belief Statement and Code of Conduct of Camp.
- Technical Skills:
  - Strong understanding and interest in Office work.
  - Strong computer skills to perform responsibilities (email, documents, worksheet, presentations, online orders, etc.).
- Team skills:
  - Team player.
  - Must be able to submit to authority.
  - Must be willing to accept work direction.
  - Strong conflict resolution skills.
  - Ability to work with a variety of personalities of campers, staff, and supporters.
  - Ability to work with volunteers and other staff members as needed.
  - Able to work long hours and have flexibility to fill voids when needed.
  - Available to work weekends.
- Personal skills:
  - High organizational skills.
  - Willingness and desire to be accountable.
  - Able to complete projects and tasks in a timely and efficient manner.
  - Able to work independently and follow through with tasks, commitments, and responsibilities.
  - Self-motivated.
- Leadership skills:
  - Able to manage, train, and supervise volunteers of all ages. Willingness to recruit volunteers.

## SERVING DISTINCTIVES



- Promote and uphold the vision and mission of Living Waters to guests.
- Acts in the best interest of the overall ministry of Living Waters Bible Camp.
- Maintains a positive attitude toward the position, other staff, and guests to God's glory.
- Full-time staff must have their priorities set on the ministry of Living Waters Bible Camp, the ministry of their family, and the ministry of the local church.

To apply for this position please send your resume to [ivan@lwbc.org](mailto:ivan@lwbc.org) . If you have any questions contact Ivan Munguia, the Executive Director, at 608.632.0018. Learn about Living Waters Bible Camp visiting [www.lwbc.org](http://www.lwbc.org)