



Office Administrator

Summary: The Office Administrator oversees anything office related. This person has the opportunity to learn tasks related to setting up and maintaining an office during C.E. Mission Weeks. He or she will also learn how to close down the office at the end of the experience.

Tasks:

- Coordinate office tasks for the Camp Director.
- Assist with set up and tear down the work camp office.
- Oversee the registration process including double-checking attendance, distributing group materials, and connecting with the main office regarding final numbers.
- Be responsible for overseeing petty cash, distributing tax exempt forms, collect and organize receipts and other office financial tasks.
- Oversee encouragement tasks and other customer service tasks including but not limited to pillow favors, icy pop delivery, appreciation packets, and care cards.
- Coordinate the inventory, staffing and cash involved with the camp store.
- Type daily announcements for the emcee to share at Camp Gathering.
- Coordinate evaluations on Fridays.
- Be a resource person to answer questions and serve campers.
- Coordinate thank you notes for anyone needing to be thanked for their help in making the work camp week happen.
- Share in the “common responsibilities” of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.