

Job Description: Office Assistant

Qualifications:

- Be at least 16 years of age.
- Living faith in the Lord Jesus Christ.
- Desire and willingness to make the Gospel of Jesus Christ known to all people.
- Commitment to the Holy Scriptures as the only source and rule of doctrine, faith, and life.
- Desire and willingness to show Christian love to all people.
- Lifestyle consistent with that of a follower of Christ, as communicated by Holy Scriptures.
- Ability to work cooperatively with other staff and volunteers.
- Flexibility to adapt to various situations and needs of the camp. Job responsibilities may change at the discretion of the Director of Ministries, according to the needs of the ministry of the camp.
- Able to assist campers in emergency (fire, injury, etc.); and possess strength and endurance required to maintain constant supervision of campers in any given area of the PRBC property.

Responsible to:

- Directly responsible to the Office Manager.
- Generally responsible to the Director of Ministries or Program Director.
- Any other person as directed by the Director of Ministries, Office Manager, or Program Director (*e.g.* Resident Site Caretaker, Program Staff, Head Cook).

Responsibilities:

- Answering phones, taking messages.
- Sorting mail, processing camper registrations.
- Copying registration forms for medical staff.
- Mailing camper confirmation letters.
- Assist with Sunday camper check-in.
- Possible canteen manager position.
- Occasionally lead large group games while keeping good visual coverage of campers.
- To understand that meeting the above responsibilities helps in preparing one's meeting place with God.

Responsibilities of PRBC:

- Train office assistant in PRBC office procedures & job responsibilities.
- Provide a stipend, as agreed upon in the Summer Staff Agreement, as well as meals and housing.
- Evaluate job performance and provide encouragement.