



Position Overview

To oversee the administrative functions of the organization and to create/maintain a positive and professional office environment where internal and external customer service thrives.

Minimum Qualifications

- Must be a professing Christian: Is capable of representing the Christian beliefs and core values of Camp Sonshine.
- Ability to meet the public professionally and considerately.
- Ability to plan, originate, organize, and carry out daily tasks and responsibilities.
- Ability to effectively communicate in written form and verbally.
- Basic computer skills which includes knowledge of MS Office and G-Suite and is capable of learning and understanding other computer applications as needed (i.e. CampWise, Ninety, Quickbooks, Simple Text, etc.).
- Has a high commitment to unity: Ability to get along well with people and willingness to be a team player.
- Ability & willingness to choose a positive attitude, accept guidance & supervision in order to grow and improve.
- Must possess: good character, integrity, adaptability, enthusiasm, sense of humor, patience & self-control.
- Chooses to believe the best about others and/or potentially frustrating situations.
- Willingness to be flexible in all circumstances: pushing past obstacles and discomforts for the good of the team.
- Analyzes and understands with minimum of instruction.
- Exhibits discretion: Understands the importance of confidentiality on sensitive information.
- Ability to prioritize and meet deadlines.
- Desire and ability to work in an office setting.
- Must have a desire and ability to work in a camp setting and genuinely enjoy interacting with children/teens/staff.

Essential Functions

In order to successfully execute the duties required by this role, an individual must be able to perform the following activities, tasks and functions with or without reasonable accommodations:

- Able to read, comprehend and communicate in English.
- Must be able to sit for long periods of time – up to six hours.
- Must be able to visually and audibly respond to the needs and requests of campers and parents whether in person or via other communication means.
- Able to lift and carry supplies and equipment up to 20 pounds.
- Ability to communicate, enforce and follow safety procedures.
- Must be able to train, lead and manage small teams of people of a variety of ages.
- Be able to visually observe (with or without corrective lenses) parents, guests, visitors, campers and staff members to ensure safety.
- Ability to lead spiritually through prayer, worship, instructing/teaching others in core doctrinal beliefs of Camp Sonshine and the Christian faith and by demonstrating personal growth as a disciple of Jesus Christ.
- Able to assist campers and fellow staff members in an emergency (fire, injury, etc.).

Specific Responsibilities

1. Attend meetings, special programs, events and retreats as required and necessary.
2. Maintain accurate database records and mailing lists for campers, families, and donors
3. Create and generate camp reports, lists and needed data in a timely manner.
4. Invest in ongoing connections and relationships with students and staff through established summer and year round programs.
5. Create a professional and welcoming environment for the public by keeping the office and surrounding area neat, clean and orderly.

6. Coordinate and manage the flow of work requests coming into the office, following up and completing in a timely manner.
7. Manage all aspects of the booking process for user group bookings and facility rental requests.
8. Assist with financial processes including organizing bank deposits, classifying purchases, employee credit card reconciliations, customer charges and collection of camp payments and fees.
9. Answer phone calls with warmth and professionalism, handling requests in a timely manner or passing on to appropriate staff member and following up to ensure resolution.
10. Manage and coordinate camper registrations and data entry for all camper programs.
11. Monitor office supply inventory, make necessary purchases and keep items in stock.
12. Assist with summer staff orientations and trainings pertaining to administrative processes.
13. Lead and manage team of summer staff members to accomplish the vision and goals of Camp Sonshine, providing instruction, encouragement, correction and evaluation as needed.
14. Provide spiritual leadership to the campers and staff members under your care that upholds and supports the doctrinal beliefs and convictions of the ministry of Camp Sonshine.
15. Assist with and participate in both online and in person marketing activities and events, as well as assist with camp mailings and material distribution as requested.
16. Assist with hosting user groups by providing hospitality for uses such as: programmed birthday parties, weddings, receptions, retreats, conferences, family events, church functions, corporate events & other outside uses of camp facilities/grounds.
 - a. Help with program plans, food service needs and facility readiness prior to group arrival
 - b. Assist with housekeeping/cleaning as need during the event and upon conclusion of the event
17. Collaborate with camp staff for formal and informal evaluations of past and current camp season and programs and implement appropriate changes that are in line with the strategic long-term goals of camp.
18. Assist with both regular & irregular facility cleaning and janitorial needs such as sweeping, vacuuming, dusting, room set-up needs, kitchen/bathroom cleaning and seasonal decorations.
19. Participate in the resource development needs of the organization by taking initiative in developing connections in the community and assist with camp fundraising efforts & events.
20. Assist in the overall function of the organization by stepping in to solve problems, address needs, and make things better.
21. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the ministry of Camp Sonshine and mutually agreed upon.

Responsible To

Director of Operations

Camp Organizational Culture

Our Passion is to "Create a place to belong & become."

Our work is to build a physical and emotional environment where every individual is fully accepted for who they are. We believe that out of a deep connection with an authentic grace-filled community each person will desire to grow and become more of who God created them to be.

The way we do this is to "Leverage camp experiences to unlock and unleash Kingdom builders."

The memorable and life-changing camp experiences that we provide are the tools we use to help campers and staff better understand their unique place in God's story and to passionately pursue a calling devoted to helping others do the same.