

Office Assistant Job Description – IOLBC

“To know Jesus Christ and to make Christ known to all”

Job Title: Office Assistant

Reports To: IOLBC Directors (for oversight and guidance), Director of Programs (for employment), Year-round office staff (for day-to-day job assignments, training, and support).

Summary of Position:

The Office Assistant fulfills duties assigned to them by the year-round office staff and Executive Director, primarily relating to office work and organization. This may include making nametags, organizing folder packets, printing fliers or brochures, answering phones, greeting visitors, and more. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers’ needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might “know Jesus Christ and make Christ known to all.”

Essential Job Requirements:

- Attend specifically assigned sessions of staff training and full summer session (unless special arrangements are made in advance)
- Answer phones with a courteous and helpful attitude
- Frequent use of computers, printers, and other office equipment
- Greeting visitors with a courteous and helpful attitude
- Communicate clearly with Executive Director, Director of Programs, office staff, and campers.
- Ensure safety for campers and other staff by following IOLBC’s Safety Policies
- Build encouraging relationships with other counselors and staff

Minimum Age:

- Must be at least 18 years of old

Required Experience:

- Previous experience with computers is preferred but not required

Required Skills:

- Must be able to use standard office equipment with proper training
- Must be able to navigate a computer
- Must have good organizational skills
- Must be able to pay close attention to detail and spelling

Physical Requirements:

- Must care for themselves in order to be alert, creative, and energetic.
- Must be able to live in group housing with other staff of the same gender, with some accessibility accommodations.

Mental Requirements:

- Must maintain a positive attitude at all times, especially when answering phones and greeting visitors
- Must be able to pause a task for a phone call or visitor and begin again when finished
- Must be willing to step outside comfort zone
- Must be willing and ready to serve in any way needed to ensure a good camp experience
- Must understand their role as a hospitality role to campers

Supervisory Responsibilities:

- Office Assistants may at times be responsible for supervising summer staff and other volunteers helping with office projects (i.e. mailings). They must provide needed direction and supplies to facilitate each task.

Working Conditions and Expectations

Office Assistants are expected to:

- Claim Jesus Christ as Lord and Savior and conduct yourself at all times as a representative of Christ and His ministry
- Dress modestly and appropriately, with care to conceal undergarments (i.e. no spaghetti-strap tank tops, no low riding pants, one-piece swimsuits, etc.).
- Remain on camp premises when at camp unless designated a free night or given permission by a program director.
- Work with all staff members to make sure camp property is cared for, effective, safe and clean.
- Refrain from pursuing new dating relationships with other staff members until after the summer.
- Abstain from sexual activity (except within marriage between husband and wife).
- Abstain from drugs, alcohol and tobacco for entire summer contract period.
- Teach and support theology that is consistent with Ingham Okoboji Lutheran Bible Camps.
- Pray regularly for the camps, the staff, and the campers.

In addition:

- On camp premises you may only play Christian music out loud
- Only movies with a rating of PG-13 or LESS (G, PG) may be played on camp premises.
- 12 a.m. curfew Saturday through Thursday nights.
- 1 a.m. curfew on Friday nights.