



Camp Staff Employment Posting

Position Title: Administrative Office Assistant

Summary:

The Administrative Office Assistant is responsible for providing essential administrative support to ensure the smooth and efficient day-to-day operation of Camp Highroad. This includes assisting with camper registration, communication with parents and staff, managing camp databases and records, and performing general office duties. This role is crucial to the overall camp organization and contributes to a positive experience for all guests, volunteers, and staff. This role is the “front door” to Camp Highroad-answering general questions, working with staff on administrative tasks, and greeting visitors and vendors.

Essential Duties & Responsibilities:

The Administrative Office Assistant assumes the following responsibilities to support the success of Camp Highroad:

- Takes ownership of the guest experience by greeting, assisting and directing visitors
- Assists with answering the office phone, checking voicemail, making camp and retreat related calls, including making calls related to payments due.
- Performs administrative duties supporting Camps, Day Trips and Retreats, and Fundraising efforts.
- Works closely with Camp Director to keep them well informed of all commitments and strategically schedule relevant meetings
- Helps prepare mailings and ensures they are sent out in a timely manner
- Orders and maintains an inventory of office supplies, organizes the office and maintains efficient systems.
- Takes on additional responsibilities as needed with a can-do spirit and desire to make things better

Classification:

Administrative Office Assistant is a part-time, non-exempt position. The position is based out of Middleburg, Virginia.

Anticipated Start Date: Immediate

Reports to: Camp Director

Compensation: Compensation is commensurate with education and experience. Please include your salary requirements in your letter of interest.

Organization History: Founded in 1949, Camp Highroad is a Christian Adventure Camp through the Northern Virginia Conference of the United Methodist Church with a mission to be an outdoor ministry where all people experience Christ's Love.

Required Skills & Qualifications:

- Minimum 2+ years of administrative experience
- Proficiency in Microsoft Office Suite and Google Docs, and an ability to learn new computer software.
- Excellent communicator, written and verbal
- Strong technical aptitude, ability to troubleshoot IT related issues (on occasion)
- Ability to multitask in a fast paced environment
- An analytical thinker with a creative and thoughtful approach to solving problems
- Builds rapport and trust with co-workers, volunteers, guests, and the public to maintain healthy, mutually beneficial relationships
- Navigates difficult conversations and situations with care and focused accountability
- Possesses a valid United States driver's license and ownership of or full access to an insured motor vehicle with the ability to operate
- Ability to lift 50 pounds

Preferred Skills & Qualifications

- Bachelor's degree preferred, but equivalent experience satisfactory

How to Apply

Applications will be accepted and reviewed on a rolling basis until the position is filled.

Review of candidates will begin immediately.

Interested applicants should submit via email the following:

1. Letter of Interest including an introduction of yourself, a brief background of your knowledge and skills, your salary requirements and what excites you most about the position; and responses to the following questions:
 - 1.1. Describe the type of work environment you enjoy most. What personality types do you find easiest to work with? What personality types irritate you?
 - 1.2. Describe a time when you successfully improved a project or existing system. How did you approach the project? What course of action did you take? What obstacles did you encounter and how did you overcome them?
 - 1.3. What is most important to you to find in your next job?
2. Professional Resume

Any questions regarding the position may be directed to Amy Hemenway, Camp Director, at amy.hemenway@camphighroad.org.

All relevant application materials must be submitted to amy.hemenway@camphighroad.org using the subject line as "(Your Last Name, Your First Name) - Administrative Office Assistant.