



### SUMMER CAMP TEAM

<b>JOB TITLE:</b>	Administrative Assistant	<b>JOB CATEGORY:</b>	Administration
<b>Department/Group:</b>	Administration	<b>Location:</b>	21164 Steptoe Hill Rd. Middleburg, VA, 20117
<b>Level/Salary range:</b>	Minimum wage	<b>Position type:</b>	P/T 30 hours per week
<b>Hiring MNGER:</b>	Administrative Director	<b>Date posted:</b>	9.24.2024
<b>Will train applicant:</b>	Yes	<b>Posting expires:</b>	N/A

### APPLICATIONS ACCEPTED BY:

<b>Fax or Email:</b>	booking@camphighroad.org	<b>Subject line:</b>	Administrative Assistant
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### JOB DESCRIPTION

#### Role and Responsibilities

##### “Assist with

1. Guest Greeting
2. Service Project Coordination
3. Volunteer Coordination
4. Camp Presentation
5. Donations and Gifts tracking, follow up
6. Monthly Newsletter
7. Camp Marketing
8. As needed expected to provide programming and catering support to other departments
9. This is not a complete list; other duties may be assigned as needed

#### Qualifications and Education Requirements

- Foundation in Christian Beliefs
- 1-2 years' experience relevant to work within a Christian Camp

#### Preferred Skills

- Office experience with proficient computer skills
- Communication and guest relations

#### Additional Notes

This position reports to the Administration Director and is key to the success of camps overall services and front face to all volunteers, donors and guests

<b>REVIEWED BY:</b>	Camp Director	<b>DATE:</b>	10/1/2024
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<b>Last updated by:</b>	10/1/2024	
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