

Office Assistant Job Description

February 2018

Reports to: Office Manager

Hours: 24 hours per week; start-goal is March 2018

Synopsis: This position is designed to support the office staff, to support other departments as needed, and to empower the employee to use his or her gifts, abilities, and passions in other areas of Timberline ministry.

Duties:

Primary duties include:

- Office Administration
 - Cover the front desk, emails, and phones as needed
 - Assist Executive Director as needed (e.g. mailings, reports, etc.)
- Registration
 - Help process and administrate camper registrations
 - Follow up on guest inquiries, missing payments, etc.
- Guest Group Care
 - Assist guest groups on weekdays and weekends as needed
 - Recruit and equip weekend hosts
- Team Contribution
 - Help implement events as planned by the team
 - Attend meetings and planning sessions as scheduled
- Human Resources
 - Help administer staff applications, references, and forms as needed
- Summer Camp Duties
 - Helping out during registration (Sundays)
 - Camper photos, welcome and farewell sheets, etc.

Secondary duties may include:

- Fundraising
 - Help lead and plan fundraising events and initiatives as needed
- Artistic / Creative
 - Help with gardening and landscaping
 - Help other departments in creative/artistic endeavors, such as decorating
- Various
 - Help out in other areas as needed and as time permits
 - Pursue mentoring relationships with staff and volunteers

Qualities:

Strengths should include:

- Organization
- People skills
- Writing / typing / publishing proficiencies in MS Office environment
- Team orientation

Candidate should also have:

- A high sense of calling to this kind of Christian ministry
- A heart of service and grace

Benefits:

Benefits include:

- Starting wage of \$14.00 per hour
- Regular benefits (EI, CPP, WCB, Vacation)
- Meals as available, during shifts
- There will be a six-month probationary period, with three-month review

Application:

Process involves:

- Written cover letter and resume to Executive Director, Craig Douglas
 - craig@timberlineranch.com
- Timberline staff application and references
 - [http://www.timberlineranch.com/get-involved/One or two interviews](http://www.timberlineranch.com/get-involved/One%20or%20two%20interviews)
- One or two interviews
- Criminal record check

Thank you for your interest in serving at Timberline Ranch!