

# Office Assistant Job Description

January 2013

Reports to: Office Manager

Hours: 24-32 hours per week; potential of full-time; start-date goal is January 2013

Synopsis: This position is designed to support the office staff, to support other departments as needed, and to empower the employee to use his/her gifts, abilities, and passions in other areas of Timberline ministry. It also has the potential for a strong community component, in terms of fundraising, event planning, and alumni connections.

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 as needed
  - Recruit and equip weekend hosts
- Team Contribution
  - Help implement events as planned by the team
  - Attend meetings and planning sessions as scheduled

**Secondary duties may include:**

- Fundraising
  - Become an active member of the Fundraising Committee
  - Help lead and plan fundraising events and initiatives
- Community Events & Ministry
  - Lead events in your areas of passion (e.g. a ladies ministry)
  - Assist with open house or family fair types of events
- Alumni Relations
  - Help produce an alumni newsletter three times per year (September/October, January/February, and April/May)
  - Help lead and plan alumni events as scheduled
- Artistic / Creative
  - Help with gardening and landscaping
  - Create signs as needed
  - 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 \$12.00 – 13.00 per hour
- Regular benefits (EI, CPP, WCB, Vacation)
- Meals as available
- Potential to move to permanent full-time, resulting in further benefits:
  - Group insurance plan (extended medical, dentist, travel, LTD, etc.)
  - MSP payments
- 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](mailto:craig@timberlineranch.com)
- Timberline staff application and references
  - [http://www.timberlineranch.com/wp-content/uploads/2012/12/form\\_staffapp-2013.pdf](http://www.timberlineranch.com/wp-content/uploads/2012/12/form_staffapp-2013.pdf)
  - [http://www.timberlineranch.com/wp-content/uploads/2012/12/form\\_staffref-2013.pdf](http://www.timberlineranch.com/wp-content/uploads/2012/12/form_staffref-2013.pdf)
- One or two interviews
- Criminal record check

**Thank you for your interest in serving at Timberline Ranch!**