

Title: Office Assistant
Reports To: Office Manager
Status: Summer Seasonal (mid-May to mid-August; specific dates TBD)

Job Brief

CranHill is looking for an Office Assistant who support the administrative and guest services needs of campers and guests. This individual will relate positively to guests in person, over the phone, and through digital correspondence to assist campers and guests with registrations, reservations, payments, and other needs.

General Responsibilities

As a member of the Summer Ministry Team, Office Staff serve and support the programs and activities of CranHill in a biblical manner, with honesty, integrity, respect, and humility. All Staff are expected to conduct themselves in a Godly manner, seeking to cultivate Christ-like community and nurture spiritual growth, as well as participate and engage in the broader ministry to campers and families, beyond the specific duties of the position, according to the policies and procedures outlined in the Summer Staff Manual.

Specific Responsibilities

- Assist with the administrative needs of the Office Manager, Operations Director, Guest Services Director, and Program Director
- Answer phones, manage e-mail communication, greet and register guests, and assist with other hospitality needs
- Assist in registering campers and guests, processing payments as necessary
- Assist in keeping the office in a presentable manner
- Maintain equipment and supplies needed for administrative duties, including inventory, cleaning, repair, and replacement if necessary
- Other duties may include, but are not limited to:
 - Prepare name tags for campers and staff
 - Manage mail for campers and staff
 - Assisting with returning lost and found items
 - Print campground lot lists, lot cards, and pavilion reservation cards
- Participate in activities, programs, and worship services for Youth Camp, assisting as game leaders, musical worship, skits, sound/tech, camper supervision, and others
- Other duties as assigned

Qualifications

- Strong, maturing faith in, and relationship with, Jesus Christ as Lord and Savior
- Passion for the mission of CranHill to transform lives into the image of Christ
- Teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Previous experience with phones and computers is preferred.
- Ability to walk, sit, climb, kneel, crouch, stoop, and stand for extended periods of time
- Ability to push, pull, lift, and carry items up to 50 pounds

Special Conditions

This is a residential position. Housing will be provided for the duration of the contract and most meals will be provided while camp is in session. Serving in Camp Ministry is a lifestyle role as we care for campers and guests needs at all times. This requires humble sacrifice and a heart of service.

Applications

Applicants must complete the online application, which can be found at www.cranhillranch.com/apply.