

# Covenant Point Bible Camp

## *Job Description*

Job Title: **Office Manager**

Classification: ***Non-exempt, Part time (15-25 hours/week)***

Reports to: **Executive Director**

Benefits Eligibility: **Level II**

Covenant Point Bible Camp is a year-round, Christian camp and retreat center, located on Hagerman Lake in Iron River, Michigan. A ministry of the Central Conference of the Evangelical Covenant Church, CPBC's mission is to present campers with the claims of Jesus Christ, and encourage them in their next step of faith. Covenant Point offers onsite and wilderness summer youth and family camps, year-round retreats, rental group facilities, and outdoor education opportunities to guests of all backgrounds.

### Position Purpose:

The Office Manager supports Covenant Point's mission, vision, and core values, by coordinating the office operations of the camp, (including phone management, guest/customer service, office supplies/equipment organization, record keeping, human resource assistance, administrative assistance, and data entry).

### Essential Job Functions:

1. Manage the daily operations of the camp office/front desk.
  - ♦ As receptionist, create a welcoming and helpful office environment for staff, constituents, and guests of Covenant Point. Manage incoming phone calls, emails, and messages. Provide courteous, professional, and timely assistance/communication to parents, guests, and campers with inquiries. Become knowledgeable in existing and upcoming camp programs/operations. Generate guest orientation resources/mailings, and signage for retreat groups.
  - ♦ As office manager, coordinate, develop as needed, and continually improve written office systems for accuracy and efficiency to meet staff and camp needs: incoming/outgoing mail, internal communication and camp/staff/program needs scheduling, camper and staff records, camp files, vendor relationships, and office technology/equipment/supplies.
  - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
2. Assist the Executive Director with administrative needs, including:
  - ♦ Letter writing, internal communication, minutes, credit card reconciliation, mailings, report generation and writing, personal scheduling, and other duties, as assigned.
  - ♦ Advancement assistance: strategic planning, donor care and communication, special fundraising events coordinating.
  - ♦ Human Resources: facilitate seasonal staff applications processing, contracting, and orientation.
  - ♦ When directed, serve as coordinator of staff schedules to manage concurrent programs.
  - ♦ Assist with camp scheduling, booking groups, and group follow-up/rebooking/feedback.
  - ♦ Assist with development and delivery of constituent and marketing communications.
3. Provide administrative support to other program, operations, and office staff, as able.
  - ♦ Generate reports, collect information, draft/send correspondence, make copies, purchase supplies.

- ♦ Assist with database entry, donation receipting, HPM projects, and website management, as needed.
- ♦ Serve as point person for Covenant Point's "lost and found" system.

Other Job Duties:

As a member of the year-round staff, the Office Manager will also contribute at times to: select strategic discussions on the overall mission of the camp, housekeeping/grounds duties, staff outings/devotions/special events, food preparation, and hospitality services.

Relationships:

The Office Manager coordinates with program staff to ensure the administrative support of the mission and program goals of the camp, communicates with the Operations Director to assist in the operation and maintenance of office equipment, and communicates with the Head Cook to ensure dietary restrictions of guests are understood. The Office Manager mobilizes intern staff around larger office tasks, and communicates regularly with all full time staff to ensure a smooth work environment.

Qualifications: (Minimum Education and Experience)

- ♦ Demonstrates a vital, mature, and growing personal faith in Jesus Christ
- ♦ Demonstrates emotional and relational maturity, strong self-awareness, and interpersonal skills.
- ♦ Whole-heartedly supports the mission, vision, and core values of Covenant Point, and the Evangelical Covenant Church.
- ♦ Possesses strong computer skills, with proficiency in publishing, word processing, spreadsheet, and email software. Ability to quickly learn camper registration software.
- ♦ Strong work ethic, positive attitude, knack for precision, and passion for ministry.
- ♦ Bachelor's degree preferred.
- ♦ Strong written communication and editing skills.
- ♦ Must possess current driver's license.
- ♦ Passes criminal, sexual offender and child abuse background checks.
- ♦ Ability to foster a Christ-centered culture of excellence, playfulness, hospitality, service, and creativity in the office.
- ♦ Ability to manage details with accuracy, and requests with professionalism and kindness.

Knowledge, Skills, and Abilities:

- ♦ Experience directing a small office environment.
- ♦ Ability to work independently, collaboratively, and receive regular feedback.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing, with staff and guests.
- ♦ Physical ability to lift and carry 30 pounds on a regular basis.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking/going up and down stairs (at least 60 minutes).
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.

Applicants should submit a resume and cover letter by November 30 to:

erik@cpbc.com

**OR**

Covenant Point Bible Camp  
 358 W. Hagerman Lake Road  
 Iron River, MI 49935  
 ATTENTION: Erik Strom (Executive Director)

To download this form, or to learn more about Covenant Point Bible Camp, go to [www.cpbc.com/staffopenings](http://www.cpbc.com/staffopenings)