



JOB DESCRIPTION

JOB TITLE: Office Assistant DATE: Jan 2017

PROGRAM / DEPT: Lake Louise Christian Community REPORTS TO: Financial Director

DIVISION: Administration SUPERVISOR OR MANAGER?: No

STATUS: Seasonal FLSA STATUS: Non-Exempt

PROGRAM & POSITION SUMMARY

Lake Louise Christian Community, Camp and Retreat Center offers residential Christian camping adventures to children, youth, adults and families year round. Lake Louise Christian Community (LLCC) is a sanctuary empowering personal growth, faith, and knowledge within a community. The mission of LLCC is to offer an environment and provide leadership for opportunities promoting healthy relationships, personal wholeness and spiritual well-being.

The office assistant, under the direct supervision of the Financial Director, is responsible for all duties required to maintain an organized efficient office and to assist the Financial Director in accurately recording Finances received at Lake Louise Christian Community.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Model Christian faith to all persons with whom they encounter and interact with while on duty at LLCC.
- Daily duties will include registering campers, posting camper payments, and filing camper paperwork received.
- Maintaining camper financial reports using Excel.
- Prepare and handle correspondence to churches or families regarding camper information.
- Prepare weekly paperwork and forms needed for registration day.
- Help on registration day to set up banners, tables, and assist in the registration process as camper families arrive.
- Management of the Camp Store. Duties will include: preparing items to sell, organizing items inside the camp store in an orderly manner, keeping track of inventory, pricing items, preparing cash receipts and camp store signs, processing credit card sales, opening and operating the camp store weekdays at scheduled times.
- Cashing out the Camp Store drawer daily for the Financial Director to deposit.
- Assisting the Program Director with counselor paperwork. Duties may include preparing reports in Excel, processing background checks, filing, or any other office assistance needed.
- Assisting the Financial Director with postings in QuickBooks.
- Required to follow strict confidential guidelines per Lake Louise Christian Community due to the nature of the position in the office.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Must be at least 18 years old and a High School Graduate or equivalency.
- Preferred experience in an office environment, but not required.
- Preferred experience in providing direct customer service.

Knowledge, Skills & Abilities:

- Motivated self-starter who is outgoing, flexible and able to manage multiple projects efficiently.
- Must be able to perform Data Entry, knowledge of the Excel program would be helpful, but not required.
- Proficient in mastering new computer programs.
- Accuracy, detail orientated, and organizational skills will be desirable.
- Ability to work both collaboratively and independently.
- Responsive to direct supervision with an eagerness to learn through “on the job training” opportunities.
- Available to work flexible hours and days including weekends.
- Ability to communicate effectively with a variety of people in a variety of situations including the direct supervisor, coworkers, staff and guests.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Clearances Required Prior to the First Day of Employment:

Background
Check: **Required**

TB Screening -
Negative Tuberculosis Test: **N/A**

First Aid/CPR
Certificate: **N/A**

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Frequent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Driving is not required for this position.

If driving a car is required for the position, incumbent must have a valid Michigan driver's license and be able to provide proof of DMV record and personal insurance (if required.)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office setting and camp store facility located on the property of a residential children's camp and ministry.
- The worker is subject to noise: Noise level in work environment can be moderate to excessive.
- The work environment includes contact with many children, who may be loud and at times behaviorally challenged.
- The work environment will include children ages 7-17 years old and adults.
- The worker is frequently exposed to cleaning products.
- The worker is subject to outside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

LAKE LOUISE CHRISTIAN COMMUNITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

To Apply for the Position: Applicants should send a cover letter addressing their qualifications and a resume outlining their work and volunteer experiences. Send both items to:

Lake Louise Christian Community
11037 Thumb Lake Road
Boyne Falls, MI 49713
ATTN: Financial Director

Fax: 231-549-2729 and email lakelouise@lakelouisecommunity.org also accepted.