

## **JOB DESCRIPTION**

POSITION: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: EXECUTIVE DIRECTOR

### QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers know and grow in Him.
2. Will uphold FaHoCha's philosophy and policies.
3. Has some experience and or skill in some areas such as computer, phone, and data entry.
4. Willing to work hard and be flexible.

### RESPONSIBILITIES:

1. Be available by 3:00 on first scheduled day of each camp.
2. Answer the phone, take messages, and deliver messages.
3. Enter all camper related data into the computer.
4. Help with any office projects. (ie. mailings, copies)
5. Help prepare deposits from each camp week.
6. Make some camp related phone calls for the director.
7. Track all offering and camp store deductions and data.
8. Be available to help with the camp store 30-40 min. a day.
9. Be flexible enough to help with anything that comes up that is office related or camp related if the need arises and you have the skills to help.
10. To help any campers or staff who drop in to the office for various needs.
11. Have the registration data for the next week of camp ready to go before you finish on Fridays.
12. Attend support staff prayer/devotions each day
13. Attend the evening service.

### EXPECTATIONS:

1. Begin in the office after breakfast in the morning.
2. Have a 1 hr. break during FOB.
3. Be very cordial and helpful on the phone
4. Day ends after all messages are delivered that come during supper.
5. To understand that your role is a ministry role as well, even though it is different than the other staff's roles.
6. To be helpful and welcoming with anybody that drops in to the office.