

# Lake Okoboji U.M. Camp

## Job Description

Job Title: **Outreach and Office Manager**  
Classification: **Non-Exempt**  
Reports to: **Okoboji UM Camp Director**



### **Position Purpose:**

To support the ministry of Lake Okoboji United Methodist Camp and Retreat center by assisting in the camp office, assisting with summer camp, working with retreat groups, and other administrative responsibilities. The position involves considerable independent work as well as being an effective member of a team.

### **Qualifications:** (Minimum Education and Experience, Knowledge, Skills and Abilities)

- ♦ Ability to foster relationships and build community.
- ♦ Ability to work flexible hours, including some evenings and weekends.
- ♦ Experience in business or office setting.
- ♦ Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Bachelor's degree and/or experience related to the position.

### **Essential Job Functions:**

#### **1) Outreach**

- ♦ Assist in building and maintaining relationships with churches, clergy, and youth leaders.
- ♦ Assist with setting up and execution of visits for camp staff and volunteers.
- ♦ Work with year-round team to identify and execute college visits, job fairs and other camp promotion opportunities.
- ♦ Assist in creating and execution of media posts and mailings.
- ♦ Weekday/weekend visits to churches, youth groups, mission committee meetings, etc.

#### **2) Fundraising**

- ♦ Assist with identifying and building relationships with potential campaigners and donors.
- ♦ Assist in fundraising through Large Gift and Annual Camp Campaigns.
- ♦ Assist with retaining campaigners and donors.
- ♦ Assist in identifying and writing grants.
- ♦ Setting up and planning in-person meetings with donors

#### **3) Bookkeeping/Data Entry – assist in financial accounting**

- ♦ Record and deposit all income for Lake Okoboji UM Camp. Deposits to be made weekly.
- ♦ Record and complete all financial and related transactions such as: transfer and petty cash accounts, gifts, concession sales, operational expenses (vouchers) and incomes.
- ♦ Enter all camping events financial records and prepare a copy for the conference treasurer's office and for camp records.
- ♦ Provide year-to-date financial information to the Camp Director as requested.
- ♦ Provide a monthly reconciliation to the conference treasurer's office of transfer account, petty cash account, and bank statement.
- ♦ Reconcile the general ledger each month.
- ♦ Work closely with Conference Treasure's office to ensure accurate and timely financial information.

#### 4) Office Administration

- ♦ Basic office administration – distribute outgoing & incoming mail; operate computers, camper/retreat computer programs, copy machine, fax machine; file management; organize/stock office supplies; type and send correspondence as needed; phone calls; e-mails, bulk mailings.
- ♦ Help develop organized record keeping and filing systems and procedures.
- ♦ Make recommendations to the Camp Director about other administrative needs or improvements.
- ♦ Attend all meetings and trainings as requested by the Camp Director.
- ♦ Clean offices regularly.
- ♦ Suggest office procedures for more effective service.

#### 5) Other duties as assigned by the Camp Director

**Knowledge, Skills and Abilities:** Must be trustworthy, friendly, helpful, and extend Christian hospitality to all people. Possess bookkeeping, accounting, typing, computer, filing skills, and graphic design. Be organized, flexible, accurate, and have a sense on serving the Iowa Annual Conference of the United Methodist Church through camping and retreat ministries.

**Time Commitment:** This is a 40-hour per week position. Weekly hours are flexible and can be worked out with Camp Director. Certain job responsibilities include evening meetings and Sunday church promotions.

**Housing:** Not Provided

<b>Compensation:</b>	Hourly Wage: \$19/hr x 40	= \$39,520.00
	Health Share:	= Additionally Included
	Employer UMPIP: 6% of Compensation	= Additionally Included
	Small Cost UMUM (death and disability)	= <u>Additionally Included</u>
	Total	\$39,520.00 + Benefits

**Skills desired:** Microsoft Office (Works, Publisher, Word, Outlook) excel spreadsheets, database, graphic design, online camper & retreat group database programs.

*Some physical requirements of this position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs; work irregular hours with limited or simple equipment and facilities(primarily during summer camp season); and with daily exposure to the sun, heat, and insects.*

*Okoboji camp's primary concern is the spiritual lives of campers. Our ministry at Okoboji is a servant ministry. Therefore, all summer staff can expect to perform duties not under their specific job responsibilities. All staff can expect to rotate into support staff positions throughout the summer camping season. Weekly assignments will depend upon the individual camp session needs. A full time staff member must be 18 years old, unless specifically approved by the Camp Director. Camp work can be physically demanding therefore all staff can expect to be on their feet and physically active during their employment. This may include, standing for long periods of time, running, swimming, lifting, and carrying.*