



JOB DESCRIPTION OF OFFICE ASSISTANT (2023)

- The Office Assistant works alongside the program staff and the Executive Director and reports to the Executive Director. This is a summer seasonal position that ideally begins in early May. They must be available to attend Staff Training on June 26-30, 2023.

QUALIFICATIONS:

- The Office Assistant should be spiritually mature. They act as both a spiritual model as well as a leader among the camp staff. Ideally, they should have experience or training in an office or in business administration.
- Working at the Quest requires a missional heart. The Office Assistant should love camp, love children, and have a heart for sharing the Love of Jesus. Even though they may not be around children very much, they should still enjoy ministering to children.
- The Office Assistant must be highly organized and motivated. They should be able to work without supervision, while being committed to The Quest Team.
- They should be familiar with Office 365 programs and photo editing software.
- Experience in bookkeeping, or with ACTIVE is an asset, but is not required.

EXPECTATIONS AND RESPONSIBILITIES

- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest. Misuse of cell phones will not be tolerated.
- Adhere to all physical safety protocol.
- Manage registrations of campers, rentals, and volunteers.
- Manage reporting for staff paperwork, time sheets, and other pertinent paperwork.
- Provide the Program Director and Executive Director with assistance in putting together the staff manual.

- The regularly connect with parents/guardians, constituents, and businesses and must maintain professional in all forms of communication in phone calls, emails, etc.
- Assist the kitchen and maintenance departments with paperwork if necessary.
- Assist in all forms of social media for the camp.
- Often the Office Assistant will be working in solitude and must be comfortable working unsupervised.
- Treat all communications of a confidential nature as such
- Become familiar with the protocols and requirements put out by Saskatchewan Camping Association with Plan to Protect, paperwork, etc.
- Adhere to all current COVID governmental restrictions and protocols.
- Attend Staff Meetings and Staff Devotions
- Must not post negative comments on social media about The Quest or any of its staff, supporting churches, campers, and constituents. Instead, he/she should contribute to The Quest and its community in a positive manner.

NOTE: This position is subject to approval of funding from Canada Summer Jobs.