

LUTHERLYN JOB DESCRIPTION

POSITION: OFFICE MANAGER (approx. 50% of time, depending on season)

QUALIFICATIONS: Mature, responsible person with solid grasp of and appreciation for the mission of the church and outdoor ministry. Must possess good organizational and people skills. Must have skills in administration, communication, and computer-based word processing, spreadsheets, and database management.

RESPONSIBLE TO: Executive Director

GENERAL RESPONSIBILITIES: Efficiently maintain office services by organizing and facilitating administrative activities, operations, and tasks.

SPECIFIC RESPONSIBILITIES:

- Promptly answer phone and return voicemails and emails.
- Retrieve, sort, and distribute mail daily.
- Monitor and maintain inventory of office supplies, office equipment, and order repairs as needed.
- Arrange, prepare, and deliver bulk mailings.
- Book retreats/rental groups, manage calendar, guide tours, oversee retreat hospitality, and coordinate with maintenance, housekeeping, food service, and other programming.
- Invoice and maintain financial records for all groups.
- Update camp bulletin boards.
- Assist the Development Director in processing donations and sending thank you letters.
- Assist with store time, upkeep displays, balance register, and conduct inventories of stock merchandise as needed.
- Compose/schedule social media posts and e-mail newsletters (with the assistance of other staff).
- Attend weekly staff meetings.

POSITION: REGISTRAR (approx. 50% of time, depending on season)

QUALIFICATIONS: Mature, responsible person with solid grasp of and appreciation for the mission of the church, outdoor ministry, and summer camp. Must possess good organizational and people skills. Must have skills in administration, communication, and computer-based word processing, spreadsheets, and database management.

RESPONSIBLE TO: Executive Director

GENERAL RESPONSIBILITIES: To collect, process, and manage registrations, paperwork, and payments for summer camp and retreats/events.

SPECIFIC RESPONSIBILITIES:

- Review and have full understanding of all summer camp-related information.
- Process summer camp registrations, forms, payments, store deposits, and camperships.
- Report weekly numbers of registrations, print weekly report of online registrations, and payments for accountant.
- Distribute appropriate forms/confirmations to campers/parents/retreat participants.
- Arrange campers into cabin groups by week and distribute cabin lists to staff mailboxes and appropriate summer staff.
- Check-in campers, collect missing payments and forms, and notify staff of any "no-shows".
- Collect all payments for outstanding balances and reconcile all accounts in database and with accountant.
- Promote summer camp programs and register campers.
- Process registrations for retreats and event.
- Confirm details with retreat participants and groups.
- Other tasks as needed.

HOURS:

Monday-Friday, 9am-5pm.

1-5pm on the 7 Sundays that start summer camp weeks (to lead camper check-in).

Occasional Saturday or Sunday events that all staff work (approx. 3/year).

COMPENSATION:

Salary – \$35,000/year

Option of individual health, dental, vision insurance

Pension after 1 year of employment

2 weeks paid vacation

ABOUT LUTHERLYN:

Core Purpose Statement: Lutherlyn is a God-given place to be accepted, challenged, and sent.

Mission Statement: Lutherlyn extends the ministry and mission of Jesus Christ, by inviting all people to engage the Word of God, one another, and themselves in an intentional, challenging, exciting, and fun outdoor Christian community centered in the grace of God and the goodness of earth and life.

Goals:

- To provide unique opportunities for Christian living experiences.
- To offer a natural setting for an intentional Christian community committed to experiencing and affirming our interrelationship with all of God's creation.
- To encourage spiritual, mental, emotional, and physical growth and renewal for the whole person.
- To encourage continuing growth in Christian faith.
- To offer programs and the use of its facilities for the benefit of individuals, congregations, the community, service organizations, and agencies that work for the improvement of the quality of life and for the fulfillment of human potential in ways that are consistent with basic Christian values.
- To serve people of all ages and needs.

5 Core Areas of Ministry:

- Summer Camp
- Environmental Education
- Adventure Programs
- Equestrian Center
- Retreats/Events

Submit resume to
deb@lutherlyn.com