



DUBOIS CENTER
Illinois South Conference United Church of Christ
Position Description

TITLE: Office Manager
REPORTS TO: Director of Outdoor Ministries
CLASSIFICATION: Regular part-time, non-exempt
HIRING RANGE: \$12 - \$14 per hour (depending on qualification)
HOURS: 20-28 hours per week, some weekend work required

Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation

GENERAL INFORMATION: DuBois Center is a ministry of the congregations of the United Church of Christ in Southern Illinois. Church membership is NOT a requirement for employment. Site and program staff and volunteers work together to plan and implement the overall program and ensure the health and safety of each person involved. We provide facilities, services, programs and leadership that support the mission and strive to provide a "Ministry of Hospitality". The individual in this position is a key member of the core staff. The expectation is that all staff members be collaborative team players.

PURPOSE: Utilizing current technology and good people skills, to organize and manage the office at DuBois Center. This includes guest and public relations, data management (camper & guest group, employee, committee and financial), assistance with marketing and promotional efforts, coordination of office help and designated volunteers, clerical support for the Director of Outdoor Ministries and DuBois Center and guest group hosting.

SPECIFIC MINIMUM QUALIFICATIONS:

- Respect for the Christian faith, Christian church and our Christian mission as stated above, and comfortable working in a Christian church-camp setting
- Solid computer skills: ability to work proficiently with Microsoft Windows suite including: Excel, Outlook and Word, and is comfortable with PowerPoint, Publisher and database programs
- Familiarity with general bookkeeping and standard accounting practices and reporting
- Excellent phone demeanor
- Proficiency in verbal and written communication
- Strong organization skills and detail oriented
- Good work ethic
- Ability to have some flexibility with work schedule
- High School diploma
- 3-5 years organizational and administrative experience
- Ability to become bonded – if requested,
- Willing and able to work in a non-smoking environment
- Current First Aid & CPR (or ability to obtain within two months)

GENERAL QUALIFICATIONS:

- Enjoys working with people, has a friendly, welcoming demeanor and possesses a sincere desire to serve others
- Is able to effectively interact with a wide variety of people
- Has successful experience working collaboratively with others and coordinating work tasks
- Is flexible and open to growth and change
- Is physically active, in good health and emotionally stable

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Office Manager – page 2 – SPECIFIC JOB SEGMENTS:

- Provide clerical and administrative support for the Director of Outdoor Ministries and the ongoing programs of DuBois Center and select programs of the Illinois South Conference.
- Manage and coordinate the scheduling of DuBois Center facilities and services. Update the guest group calendar weekly. Work with core staff in advance to ensure facilities, meal service and activities are/can be available and ready to go at designated times.
- Distribute, receive and process all necessary materials related to reservation and use of facilities by guest groups and Nature's Classroom schools, including special requests.
- In collaborations with the ISC Registrar, manage the summer camp registration processes, including distributing, receiving and processing all necessary information.
- Maintain records of camper registrations, confirmations, health forms, rosters and others.
- Create and send invoices to individuals and groups. Follow-up with payments. Update and submit accounts receivable information to Highland office.
- Process bills and payroll and submit to the Highland office.
- Coordinate and/or maintain all records including personnel – paid & volunteer, payroll, accounts receivable, accounts payable, purchases and inventory.
- Maintain databases, including email and USPS mailing lists.
- Perform office clerical tasks including correspondence, typing, filing and answering the phone.
- Be knowledgeable in all DuBois Center programs and activities. Answer questions when possible and direct calls/messages to others as necessary.
- Prepare or coordinate the preparation of promotional and other mailings.
- Oversee the check-in process on the first day of each summer camp session (usually Sunday afternoons).
- Serve as primary contact for the Title XX camp scholarship program and other state and federal programs. Complete all necessary paperwork and processes for the Title XX program.
- Prepare monthly usage reports, and reports and materials as requested for the annual audit.
- Assist with promotional and public relations efforts.
- Ensure office equipment is serviced regularly and maintained in good operating condition.
- Order and maintain an appropriate amount of supplies necessary for office operations.
- Manage functions related to the Camp Store – sales, purchasing, inventory, etc.
- Prepare and submit materials for licenses, memberships, etc.
- Support the equestrian program by: scheduling rides, ensuring the Equestrian Team volunteer coordinator has up-to-date information regarding ride days and times, ordering medications and other supplies, maintaining records on individual horses, ensuring the farrier is regularly scheduled and other tasks as necessary and assigned.
- Attend DuBois Center and ISC staff meetings and trainings as requested.
- Drive camp vehicles as needed.
- Occasionally, serve as the host during the day for guest groups.
- Perform other duties as may be assigned by the Director of Outdoor Ministries.

ESSENTIAL FUNCTIONS

1. Cognitive and communication abilities to assess needs, plan and implement appropriate strategies to achieve objectives of the DuBois Center office.
2. Abilities to communicate and work with individuals/groups of varied ages, experiences and skill levels.
3. Abilities to operate all office equipment safely and effectively.
4. Visual, auditory and cognitive abilities, to identify and respond to safety and environmental hazards and inform staff, campers and guests.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers and guests in an emergency (fire, evacuation, illness, or injury).

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