

## DUBOIS CENTER

### Illinois South Conference United Church of Christ Position Description



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

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

**GENERAL INFORMATION:** DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ. Church membership is NOT a requirement for employment. Site and program staff work together with volunteers 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 our 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:** To organize, coordinate and implement office and event functions at DuBois Center including camper family and guest relations, data management (financial, camper, guest group and employee), coordination of office help and designated volunteers, assistance with marketing and promotional efforts, and occasional 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 comfortable with Google Drive, PowerPoint, Publisher and database programs
- Familiarity with general bookkeeping and reporting
- Excellent phone demeanor
- Proficiency in verbal and written communication
- Strong organization skills
- Good work ethic and some flexibility with schedule
- High School diploma
- 3-5 years organizational and customer care 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 three months)

#### **GENERAL QUALIFICATIONS:**

- Enjoys working with people and possesses a sincere desire to serve others
- Is able to interact effectively with a diverse population
- 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

**MORE ON BACK SIDE**

## **SPECIFIC JOB SEGMENTS:**

- Provide clerical and administrative support for the Director of Outdoor Ministries and the programs of DuBois Center, 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.
- Coordinate the scheduling and use of DuBois Center facilities and services. Update the guest group calendar and Week-at-a-Glance sheets at least weekly. Work with core staff in advance to ensure facilities, meal service and activities are/can be available and ready to go at the designated time.
- 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.
- Work with ISC Registrar to manage summer camp registration and health information processes, including distributing, receiving and processing all necessary information.
- Support the Equestrian program by: scheduling rides, updating the Equestrian Team regarding upcoming rides in a timely manner, ordering medications and other supplies, maintaining records on individual horses, scheduling the farrier and other tasks as necessary and assigned.
- 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.
- Assist with maintenance of databases, including email and USPS mailing lists.
- Assist with the check-in process on the first day of each summer camp session (usually Sunday afternoons).
- Assist with paperwork and follow-up for the summer camp Title XX program.
- Prepare monthly usage, end-of-month and end-of-year reports and materials as requested.
- 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.
- Attend DuBois Center and ISC staff meetings and trainings as requested.
- 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 and guest events.
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).