

# CAMP WAR EAGLE

## OFFICE ASSISTANT

### JOB DESCRIPTION

*The Amazing Camp War Eagle Office Assistant is an integral part of camp and is a position designed for one who can assist with management of Camp War Eagle 365 day-camper data, review of camper and day-camper health-cards, input data, answer telephones, file, as well as other additional responsibilities.*

## Qualifications & Experience

- *Must have completed High School or Equivalent*
- *Basic computer skills*
- *Personable and able to communicate to staff and parents in person and on the phone*
- *Prior similar experience is preferred.*

## Responsibilities

*Duties include, but are not limited to the following:*

- *Responsible to Camp War Eagle Office Manager*

### GENERAL OFFICE STAFF

- *Preparation of reports as requested by office staff*
- *Building hostess*
- *Answer phone calls as necessary*
- *Application and Paperwork Data entry*
- *Oversee Summer Office Staff*
- *Keeping up with contacts and paperwork*
- *Data entry and follow up*
- *Routine Camper Calls*
- *Family Relations/Assistance*
- *Camper Recruiting*
- *Order log maintaining*
- *Day Camper Placement and Statistics*

## Essential Functions

- *Able to lift a 50 pound box*
- *Able to model Christ-like love to campers and staff*
- *Able to perform necessary CPR functions*
- *Able to obtain and maintain specific certifications*
- *Able to operate MS based information systems*

