

CAMP WAR EAGLE

OFFICE STAFF

JOB DESCRIPTION

The Amazing Camp War Eagle Year-Round Office Staff Member is an integral part of camp and is a position designed for one who can input data, answer telephones, file, as well as other additional responsibilities.

Qualifications & Experience

- *Basic computer skills*
- *Customer service skills*
- *Prior similar experience is preferred.*

Responsibilities

Year-Round Office Staff duties include, but are not limited to the following

- *Responsible to Camp War Eagle Office Manager*
- *Preparation of camper reports as requested by office staff*
- *Answer phone calls as necessary*
- *Application Entry/Screening*
- *Camper Qualification Review and Ranking*
- *Assist with and maintain archives*
- *Ebay Coordinator*
- *Filing*
- *Data entry*
- *Review camper paperwork*
- *Oversee Triple C stock and accountability*
- *Summer bus tags/sibling tags*
- *Town Run as necessary*
- *Assist and oversee summer office staff*

Essential Functions

- *Able to lift a 50 pound box*
- *Able to model Christ-like love to campers and staff*
- *Able to operate MS based information systems*
- *Able to perform CPR as needed*

