

**Job title:** Office Coordinator

**Job** Clerical/Office Administration

**category:**

**Time:** Full-Time

**Location:** California

**Start date:** January 2012

**End date:**

**Description:** This candidate will have a strong work ethic, a desire to grow spiritually and a willingness to serve through hard work.

The following is a basic description of responsibilities of our Office Worker position.

- Work as the primary office staff, servicing front desk guest needs, answering telephone, monitoring the camp radio, maintaining the schedule of boat arrivals and departures.
- Respond to CBS general email.
- Ensures the pickup, distribution and delivery of the daily mail and interoffice correspondence.
- Compile guest information and data and maintain database.
- Coordinate High School and Jr. Hi. Camp reservations and registration.
- Work with leadership team to coordinate the hiring of summer staff, and ensures the personnel procedures and forms required for the hiring of summer crew are complete.
- Provide back-up for Office Mgr. or Guest Services Mgr. as needed to greet and host guests.
- Coordinates with the Camp Director to produce "Thank You's" for donors and volunteers.
- Serve as back-up staff for the camp store as needed.
- Maintain office supplies and first aid supplies.
- Maintain the guest lost and found system.

Living at Campus by the Sea is a unique experience. We are an island camp 20 miles off the coast of Los Angeles and are 3 miles away from the town of Avalon, and are only accessible by boat.

Most of our staff live in shared housing with occasional opportunities for couple or family housing. PLEASE NOTE: At this point only shared housing is available.

As part of our commitment to living together here at CBS we participate in regular activities together that are outside of our normal "work responsibilities". An example of some of these would be daily devotions, weekly bible studies and a time set aside to share what is going on in each others lives and pray for each other. Our summer also includes a weekly church service.

This is a year-round full time position with benefits.

# Camp Information

**Camp name:** Campus by the Sea

**Why work at this camp?:** InterVarsity is an evangelical campus mission serving students & faculty at universities nationwide. We operate training and retreat facilities in New Hampshire, Michigan, and California.

**Contact person:** Wendy Jones

**Affiliation:** Interdenominational

**Address:** P.O. Box 466  
Avalon CA 90704  
US

**Work phone:** 310.510.0015