

Office Coordinator

Position Description

Supervisor: Operations Manager
Supervisees: Office and store staff, crew, and interns
Status: Full-time / Exempt

To advance the purpose of InterVarsity, this position will contribute to an overall excellent camping experience by providing administrative leadership for the camp office and the camp store and logistical support for the handling of all guests.

MAJOR RESPONSIBILITIES

Personal

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Oversee the operations of the camp office:

- Coordinate activities related to the office such as delivery schedules, calendars and publications
- Ensure accounts receivable and payable are maintained in an orderly manner, meeting deadlines and assuring accuracy
- Hire, train, evaluate, and terminate staff as necessary to assist in the completion of assigned responsibilities
- Compile guest information and data and maintain database
- Maintain and update employee records
- Maintain the camp files
- Maintain payroll records
- Manage financial records and bank accounts
- Assure that all financial reports are completed
- Assist in processing donations
- Keep office supplies in inventory, equipment updated and maintained
- File worker's compensation claims
- Maintain a reservation system
- Assist in registration
- Keeping records of camper days and attendance reports
- Provide camp information signage for guest groups
- Serve as contact person for campers

Oversee the camp store:

- Hire and supervise store staff and summer crew, as needed
- Ensure inventory is up-to-date and oversee the purchase of new inventory.
- Ensure the keeping of adequate records.

Provide administrative leadership to the camp and its leadership team:

- Provide human resources support to the camp director and leadership team members, including:
 - Coordinating the hiring of part time, crew, interns, seasonal, and limited term staff, as needed by various departments
 - Working with camp director and leadership team members to develop and communicate policies and procedures
 - Ensuring position descriptions are updated and performance reviews are completed annually
 - Ensuring Personal Development Plans are updated annually
 - Overseeing the personnel procedures and forms required for the hiring of summer crew (Government forms, InterVarsity forms)

- Coordinating with the National Service Center (NSC) regarding employee records, hiring, status changes, salaries, benefits and special needs ensuring that appropriate personnel files are kept and updated as needed

- Work with the camp director to monitor and ensure that all contractual obligations are met
- Work with the NSC and camp director to ensure appropriate levels of liability, property and casualty insurance are maintained
- Prepare reports and file as required to local, state, federal and trade associations
- Prepare useful and meaningful reports and submit them to the camp director and department managers
- Administering the filing system to ensure that appropriate records are kept and systematically reviewed for current usefulness and arrange for the storage or destruction of material no longer pertinent or needed
- Ensure the pickup, distribution and delivery of the daily mail and interoffice correspondence
- File guest health forms, maintaining confidentiality
- Work with the camp director to develop and execute an annual Communications and Development plan
- Provide for reception of guests, telephone response, and correspondence as needed
- Oversee graphics and brochure development as needed
- Provide office support for other staff as needed
- Keep computers up to date and maintained
- Communicate with support services in the NSC and other technical support as needed
- Maintain the camp's wireless system and network

Supervise staff:

- Oversee the evaluation and development of staff professionally and spiritually including conducting annual performance reviews and developing professional development plans (PDPs)
- Recruit, interview, and hire new staff
- Participate in training staff in proper camp policies, procedures, and practices

Contribute to the effectiveness of the team:

- Serve as a member of the camp's leadership team and participate in staff team activities and meetings
- Work in collaboration and partnership with other members of the camp's leadership, including working as needed on special projects

Assist in achieving camp financial objectives:

- Prepare and manage to an annual functional operational budget
- Assist in preparing and managing to the annual camp and capital spending budgets
- Prioritizing projects so they are congruent with current budget
- Prepare and submit budget reports to Director as requested
- Manage expenses to ensure achievement of the annual functional and camp budgets
- Prioritize projects so they are aligned and consistent with current budgets and needs

Assist in ministry to summer crew and interns:

- Supervise and mentor and evaluate crew as assigned
- Lead weekly family group for crew as assigned
- Be available to mentor and disciple other crew as opportunities arise

Contribute to the spiritual growth of the camp:

- Provide pastoral care and support of supervisees and summer staff
- Provide leadership and spiritual growth for camping groups, as needed

Develop a fund raising base:

- Develop a team for personal prayer and financial support
- Raise an agreed-upon amount of personal financial support
- Nurture a team of people who will pray for and financially support the camp
- Manage staff to help them achieve their fund development goals

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Ability to vision and consider innovations for contribution to InterVarsity ministry
- Flexibility to work irregular and extended hours as required
- College degree or equivalent experience; Business background preferred
- InterVarsity background or equivalent ministry experience preferred
- Ability to work in a multigenerational and multicultural environment
- Ability to work in cooperation with camp leadership team members to accomplish overall goals
- Management skills and experience
- Demonstrated ability and commitment to work in a diverse team environment
- Ability to work well with others both staff, guests and volunteers
- Ability to supervise, train and develop staff
- Ability to prioritize and work on multiple objectives
- Ability to take charge of tasks and work independently, as well as work cooperatively with others
- Ability to develop office procedures
- Good written and oral communication skills
- Flexibility to work irregular and extended hours as required
- A working knowledge of Microsoft software applications and financial management software is preferred

InterVarsity Christian Fellowship/USA®

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)