



## Office Administrator

**Reports to:** Executive Director

**Overview:** The Office Administrator is the hub of camp operations supporting finance, maintaining records, administering human resources tasks, managing technology, coordinating vendor relationships, and assisting with resource planning. Responsibilities include, but are not limited to, the following:

### General Duties:

#### Human Resources

- Maintains human resource systems, including online and physical records in partnership with appropriate supervisory staff.
- Maintains and updates current and historical secure employee files.
- Coordinates payroll and benefits with the appropriate Dioscean personnel.
- Enrolls employees and monitors employee health insurance and other benefits, makes appropriate reports, and collaborates with the executive director and board when changes are needed, required, or suggested.
- Assists directors to maintain Camp Stevens Staff Handbook and other documents.
- Provides staff with support and assistance with benefits, questions, and needs.

#### Operational Systems

- Acts as administrator and power user of all camp software, including Camp Brain, Google Suite, Blackbaud, PayPro, M.A.P., etc.
- Provides troubleshooting for networks, internet, and computer hardware and software.
- Manages and maintains office phone system, printers, copiers, internet, and other technology as appropriate.
- Provides training and development to staff regarding data management, recordkeeping, technology, and systems.
- Manages vendor relationships.
- Manages and maintains centralized files, records, and information.

#### Development and Finance Support

- Assists the executive director regarding financial maintenance, including bank deposits and other financial records, and supports preparation for financial audits.
- Maintains up-to-date and accurate records and file systems.
- In collaboration with the executive director, manages the annual update of camp insurance coverage.
- Provides appropriate reports to the executive director and the board when changes to insurance are needed, required, or suggested.
- Makes remote deposits and maintains related records and communication.
- Assists with development communications and administrative tasks.
- Supports the preparation of monthly and annual financial reporting, including budgets, payroll tax reports and filings, annual systems review and setup, and other activities.

#### Interdepartmental Responsibilities

- Assists across departments with administrative tasks such as mailings,

- communications, and process improvement.
- Communicates camp needs and tasks in regard to general upkeep of facilities and grounds to the appropriate maintenance staff.
- Actively participates in departmental and interdepartmental meetings.

**Community Commitment**

- Actively participates in and guides intentional community development.
- Supports the holistic well-being of the staff and contributes to a positive staff community.
- Advocates for and embodies camp’s values in the wider community.
- Fill in for or assist other employees as necessary.

**Minimum Requirements:**

- Must have a clean driving record and meet insurance requirements to drive Camp Stevens’ vehicles.
- Currently hold or be eligible and able to attain within the first year of service: First aid and CPR certification.

**Compensation, Benefits, Schedule, and Personnel Policies:**

- Pay is subject to Diocesan policy and annual review.
- Housing, utilities, food, and medical insurance is provided.
- The normal work week is 5 days per week.
- Vacation, sabbatical, and other benefits are outlined in the Employment Manual.
- Additional personnel policies are to be followed as stated in the Camp Stevens Staff Handbook.

I have read this job description thoroughly and understand the contents. I attest that I meet the minimum requirements of the position and intend to meet the expectations of this job to the best of my ability.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_