CAMP LONE STAR

22610 Tuwa Road
Tomball, TX 77375

SUMMER ADMINISTRATIVE ASSISTANT – TOMBALL CAMPUS

MINISTRY DESCRIPTION

OVERVIEW

The Summer Administrative Assistant is to serve Camp Lone Star by carrying out the Mission and Core Values as a member of the Administrative Ministry Team. This position serves in either a part-time or full-time capacity at the Tomball Campus and reports directly to the Program Director. Responsibilities will vary depending on hours worked.

GENERAL RESPONSIBILITIES

- Daily pursue our Mission: transforming lives through adventurous Christ-centered experiences by planting seeds of faith, cultivating Christian leaders, and growing the Kingdom of God.
- Daily live our Core Values: Jesus Focused, Intentional, Pursuit of Excellence, Teamwork.
- Serve as the frontline of hospitality by greeting guests and answering phones. This will include transferring calls to the appropriate location/staff and providing excellent customer service as well as guiding Day Camp parents for late and early pickups.
- Responsible for office and clerical support, including, but not limited to, filing or scanning documents such as worksheets, receipts, and invoices.
- Responsible for sending summer camp surveys in coordination with the Registrar
- Responsible for printing and sending the Day Camp newsletter in coordination with the Registrar.
- Assist weekly camper t-shirt process by running and distributing reports.
- Assist with cabin mate name verification and cabin mate.
- Assist with the Lost and Found requests. To include coordinating with the Facilities Assistant in charge of Lost and Found and making sure the requested items are prepared and mailed.
- Responsible for printing, sorting, and distributing master cabin reports, individual cabin reports, allergy bracelets, and camper information sheets on Friday and Sunday.
- Responsible for preparing the check-in process. Including space setups, technology needs, camper medicine cards, and Check-Out information sheet.
- Assist with the check-in process by answering parent or staff questions, checking in with late campers, and assisting where needed.
- Assist with the check-out process to include preparing check-out slips.
- Responsible for preparing and overseeing the check-out process Overnight and Day Camp.
- Assist with scanning in the release forms from check-out each week
- Assist with the camper Christmas cards by printing labels and organizing the process to insure all campers will receive a card. Assist as needed to remind staff to complete their cards.
- As a CLS Team member, willing to assist in any task that will further our Mission and live out our Core Values for the transformation of lives and growth of God's Kingdom.

REQUIRED QUALIFICATIONS

- Minimum age - 20 years old
- Possess or working on a bachelor's degree OR have at least 2 years of applicable experience
- Dedicated Christian with a personal, growing relationship with Jesus Christ in agreement with the Camp Lone Star Statement of Faith and is willing to share their faith in Christ with others

DESIRED QUALIFICATIONS

- Is a member in good standing of The Lutheran Church-Missouri Synod either as an individual or as a member of one of its congregations
- Proficient in Microsoft Office and G-Suite products

- Possess a teachable spirit, self-motivated to learn new processes
- Demonstrates a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life

SALARY AND BENEFITS

- This is a full-time, all day staff position. (Hours roughly 8:00AM- 4:00PM)
- The Summer Administrative Assistant is a salaried pay position, for each week assigned to work.
- Each employed week is considered a full-time, week-long position (4 or 5 days per camp week).
- Summer Staff Inservice and Training: Potentially May 24TH-28TH, confirmation TBD.
- Weeks of Adventure Woods Day Camp operation are:
- **ADVENTURE WOODS WEEK 1** - JUNE 1ST - JUNE 4TH (4 DAY CAMP WEEK)
- **ADVENTURE WOODS WEEK 2** - JUNE 7TH - JUNE 11TH
- **ADVENTURE WOODS WEEK 3** - JUNE 14TH - JUNE 18TH
- **ADVENTURE WOODS WEEK 4** - JUNE 21ST - JUNE 25TH
- **ADVENTURE WOODS WEEK 5** - JUNE 28TH - JULY 2ND
- **ADVENTURE WOODS WEEK 6** - JULY 6TH - JULY 9TH (4 DAY CAMP WEEK)
- **ADVENTURE WOODS WEEK 7** - JULY 12TH - JULY 16TH
- **ADVENTURE WOODS WEEK 8** - JULY 19TH - JULY 23RD
    - Weekly pay rate: $425 per week per 5 day work week. Shorter weeks pro-rated.
    - Additional windows of employment may be available as the needs arises
- For more information or to submit an application to apply, please contact Michael Griedl at (979) 968-1657 and michael@camplonestar.org