

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

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|------------------------------|---|
| Position Title:              | Office Secretary                        |
| Department/location:         | Glacier View Ranch/Ward, Colorado       |
| Immediate Supervisor:        | Assistant Camp Director & Camp Director |
| Supervisory Responsibilities | None                                    |
| Status:                      | Seasonal Summer Camp Employee           |
| Wage Scale:                  | Summer Camp Wage Scale                  |
| Date:                        | December 5, 2017                        |

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*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary:

The Office Secretary at GVR is responsible for managing and completing secretarial work in the Summer Camp office, including: phone and e-mail communications, camper paperwork, printing and copying, posting schedules, conducting compliance audits for Colorado Child Care rules and regulations and other office duties as necessary.

## Duties and Responsibilities:

- During staff week, assist Office Manager and Camp Director in completing Staff paperwork files
- Maintain consistent office hours to provide in person reception
- Complete camper paperwork files in preparation for Camp Registration prior to every Sunday
  - Ensure all necessary paperwork is present and organized
  - Request assistance as needed
- Communicate with parents post-registration to retrieve missing camper paperwork
- Assist at the finance table during Camp Registration every Sunday
- Have a working knowledge of GVR camp dates, costs, policies, and rules
- Answer office phone and resolve (or find a resolution for) any issues that may arise
  - Communicate problems and resolutions with the Camp Director
- Check the Summer Camp e-mail and send responses
  - Communicate problems and resolutions with the Camp Director
- Complete other office duties as necessary:
  - Make copies
  - Post schedules
  - Send staff mail
- Signal the beginning and ending of each activity period to all staff and campers
- Keep the office clean
- Assume responsibility for camper mail
  - Print e-mails for campers and hand out during mail call
  - Sort mail (and packages) given by parents during registration
    - Ensure to deliver on the correct day
  - Ensure staff receive their mail

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- Have knowledge and understanding of Colorado Child Care rules and regulations
  - Conduct and/or assist with weekly compliance audits
- Provide this same secretarial support for MSR camp in Wyoming
- Perform any additional summer camp related duties as assigned by the Office Manager, Camp Director or RMC Youth Director.

### **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively verbally, on the phone and in writing with supervisors, colleagues, staff, parents, and campers etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold certification or documented training in a related field from a recognized organization
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

### **Typical Physical Demands:**

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and may be required to lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling. Tasks are performed in a variety of locations and conditions around the Ranch, including the office, auditorium, long house, outdoor amphitheater, and various other outdoor locations. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

## Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

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Signature

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Date