



# GREEN BAY BIBLE CAMP

## OFFICE MANAGER / REGISTRAR JOB DESCRIPTION

### JOB SUMMARY

Assist in fulfilling the vision of Green Bay Bible Camp by overseeing the registration, administration, general reception, as well as all camper invoicing and deposits.

### JOB DUTIES:

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**KEY ACCOUNTABILITY:** Registration / Guest Group Bookings

**DUTY STATEMENT:**

Processes and manages all aspects of bookings and applications for Camper Registrations and Guest Group bookings. Maintain logs and records, compiling statistical data and information. Maintains ongoing correspondence as it relates to camper follow-up, confirmation, and information sharing. Manages accommodation assignments for Family Camps, Kids Camps, and Guest Groups. Manages payments for camps and Guest Groups ensuring accounts and deposits are paid and up to date.

**PERCENTAGE OF TIME:** 50 %

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**KEY ACCOUNTABILITY:** Customer Service

**DUTY STATEMENT:**

Welcome, as the first point of contact, people to Green Bay Bible Camp. Greet people as they arrive and speak on the phone in a friendly, hospitable, and helpful manner. Oversee camper welcome and Registration. Serves as a principal source of information on registration and related procedural matters for campers, camper parents, and staff.

**PERCENTAGE OF TIME:** 20 %

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**KEY ACCOUNTABILITY:** Management Team

**DUTY STATEMENT:**

Collaborate with the Executive Director and other managers to ensure we are achieving our mission and goals and are operating efficiently. Assist the ED with HR Management, planning, and vision. Assist in the creation and fulfillment of the annual budget.

Communicate with the maintenance, kitchen, guest services and program teams as a hub of information. Serve as a back up to other staff in their absence.

**PERCENTAGE OF TIME:** 5 %

## CONTACT

P: 250-768-5884  
E: [jenn@greenbay.bc.ca](mailto:jenn@greenbay.bc.ca)  
W: [www.greebay.bc.ca](http://www.greebay.bc.ca)

## SOCIAL

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# GREEN BAY BIBLE CAMP

## OFFICE MANAGER / REGISTRAR JOB DESCRIPTION

### **JOB DUTIES CONTINUED:**

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**KEY ACCOUNTABILITY:** General Administration

**DUTY STATEMENT:**

Completes a wide variety of administration tasks that ensures Green Bay Bible Camp functions smoothly and efficiently. Includes but is not limited to: reception duties, filing, photocopying, managing incoming and outgoing office mail. Order office supplies as necessary. Some book keeping and finance assistance. Process cash, credit card and debit payments at the front desk. Takes and distributes the minutes for staff meetings. Supports in correspondence, document management, HR files, thank you notes, etc. Compiles and executes newsletters through various forms such as email and mail outs. Assists with website maintenance and information updates. Other duties as assigned.

**PERCENTAGE OF TIME:** 20 %

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**KEY ACCOUNTABILITY:** Hosting Team

**DUTY STATEMENT:**

Provide exceptional hospitality to on-site guest groups by creating environments in which guests can connect. Responsibilities include answering questions, public speaking, praying for the group, cleaning and security details. Check in with the groups regularly, at least 4 times throughout the day. Communicate with the group about activities, meals, policies and procedures. Be knowledgeable about the services we provide to groups and assist them with their needs and requirements in a friendly and thoughtful manner.

**PERCENTAGE OF TIME:** 5 %

Applications can be sent to the Executive Director, Jenn Koop, at [jenn@greenbay.bc.ca](mailto:jenn@greenbay.bc.ca). Please include your resume, a cover letter and 3 references.

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