

Youthfront - POSITION DESCRIPTION



NAME/POSITION TITLE: Director of Camp Administration

REPORTS TO: Director of Ministries EFFECTIVE DATE: Immediate

SUPERVISES: Administrative Assistants

CLASSIFICATIONS BY:

(Check one in each category)

POSITION: ..Program staff ..Administrative staff ..Leadership staff

HOURS WORKED: Full-time staff ..Regular part-time staff ..Temporary staff
..Intern

OVERTIME ELIGIBILITY STATUS: ..Exempt staff ..Non-exempt staff

GENERAL TASKS & DUTIES:

1. Follow the policies and procedures stated in the YouthFront Staff Handbook, as well as other duties assigned by the appropriate position.
2. Be philosophically and practically aligned with the organization and each team's vision.
3. Perform efficiently within the team system and fulfill assigned team roles and responsibilities.
4. Be prepared to consistently promote and represent the organization, its interests and programs. Perform specific functions and responsibilities of promotion and marketing as assigned by your supervisor.
5. Perform specific functions, tasks, and responsibilities for the organization's web sites as assigned by your supervisor.
6. Be connected to a local church.
7. Maintain office hours Mon.-Fri, 8:30 a.m. – 4:30 p.m.
8. Fulfill other roles as assigned.
9. Present Youthfront to donors individually or in group settings.
10. Attend and help at ministry-sponsored events.

SPECIFIC TASKS & DUTIES

Program Database Management & Administration

1. Oversee and configure all elements of database for Camps and Missional Journeys
2. Manage all aspects of database reporting and tracking
3. Troubleshoot errors and issues within database
4. Carefully track registrations, waitlist, and availability for each program session
5. Assign cabins for designated camp sessions

Camp Planning

1. Play an ongoing role in planning and managing program systems & administration
2. Lead and/or attend program planning meetings as required
3. Provide ongoing support to the Director of Camps & Director of Ministries

Customer Support

1. Manage customer & partner communication, primarily phone & email

2. Answer phones as designated during office hours
3. Create/update supporting documents, materials, and web content for customers and partners
4. Attend camp check-ins & troubleshoot customer and system issues
5. Offer necessary support to groups/churches attending camp

Camp Merchandise

1. Work directly with designer, supplier, and printer through all stages of production
2. Oversee, order, & ensure proper distribution and tracking
3. Provide year end inventory count for annual audit

Accounts Payable

1. Maintain positive working relationships with assigned key vendors
2. Process purchase orders in a timely manner
3. Reconcile Youthfront records with vendor statements

Misc Duties

1. Update camp web pages regularly with accurate information
2. Assist in camp recruiting efforts as necessary
3. Provide financial reports for annual budget planning as needed
4. Assist in leading daily deposit
5. Sign checks as needed
6. Provide administrative support for marketing efforts & corporate fundraising events

QUALIFICATIONS:

- Associates Degree; Bachelors degree preferred
- Minimum one year experience in customer service
- Minimum one year experience in a supervisory role
- Proficient in Excel, Word, Google Office tools
- Strong leadership & administrative abilities
- Highly self-motivated
- Experience in Mac environment preferred

ESSENTIAL FUNCTIONS:

- Ability to communicate effectively
- Ability to participate in general activities with youth
- Capable of operating computer keyboard
- Ability to deal appropriately with interpersonal issues

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Staff Member's Signature

Date