



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Summer Office Assistant/Resource Aide

Reports to: Registrar and Resource Coordinator

General Description of Duties:

Assist in the operation of summer and winter offices and provide service and resources in support of Deans and their Conferees.

Principle Duties:

- Word Processing/Typing
- Answering phone: parent/public relations.
- Helping the Counselor Coordinator track Deans and Counselors required paperwork.
- Maintaining Summer binders for Youth License of daily schedules, bunk lists, Conference lists, etc.
- Organization of Summer Office.
- Support and assistance to Deans as needed.
- Collection and distribution of mail and Faxes.
- Lost and Found management, returns, and removal as directed.
- Distribute, collect and compile weekly conferee evaluations.
- Work with Resource team as schedule allows
- Provide programming support for games and night activities.
- Kitchen rotation as assigned.
- Other duties as assigned.

Minimum Qualifications:

- Age 18 or older preferable.
- Valid Driver's License (preferred).
- Ability to type simple documents.
- Working knowledge of office phone system, Fax, copier, and computer.
- Ability to organize technical paperwork to comply with various agencies.
- Ability to adhere to rules regarding confidential conferee information.
- Ability to work in a busy environment with multiple interruptions.
- Ability to communicate well on the phone and take accurate messages.
- Calm, mature, pleasant, helpful demeanor.
- Excellent customer service skills.
- Self motivated.
- Working knowledge of games leadership.
- Working knowledge of song leading.
- Working knowledge of campfire activities.

The successful candidate will be able to:

- Organize a busy summer office, and keep it clean and presentable as a welcoming center of the site.
- Establish a pleasant and helpful environment in the summer office.
- Keep the licensing book up to date and accurate, according to State Health Laws and SLCC procedures as directed by Business Manager.
- Assist the Nurse and Nurse's Aide in collecting Health Forms for each person in on site, especially during Sunday Check-in.
- Develop a system for displaying Lost and Found items to send as much home with the owners as possible. Inventory and box remaining lost & found. Take boxes to charity according to SLCC procedure.
- Take outgoing mail to post office, pick up incoming mail. Sort according to SLCC procedure.
- Pick up faxes at HWC office, sort according to SLCC procedure.
- Schedule self to meet a variety of Conference schedules and goals.
- Organize a variety of tasks and projects to meet deadlines.
- Adapt easily and cheerfully to sudden changes of plan.
- Work well in spite of distractions.
- Teach and lead games, songs, and campfire activities
- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Show a sense of pride in service to the Ministry of Silver Lake Conference Center
- Work in ways that reduce waste and protect and respect God's Creation.
- Live and work in and encouraged a Christian Community.

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.