



A Ministry of  
The Connecticut Conference  
United Church of Christ

## POSITION OPENING

Posting Date: 11/3/2017

Availability: Immediately

Classification: Full-time, Non-Exempt

### **ADMINISTRATOR**

---

#### **POSITION DESCRIPTION**

This position provides leadership to plan, organize and manage various activities as it relates to the summer programs and retreat season at Silver Lake Conference Center. The position requires a wide variety of creativity and latitude. It requires experience and independent judgment as well as the willingness to work a flexible schedule including weekends and summer.

#### **KEY RESPONSIBILITIES**

##### ***Summer Camp Duties***

- Camp Registrar duties. Work with families to register for camp and answer questions. Serve as Sunday check-in coordinator during summer camp.
- Maintain multiple databases, ensuring information is accurate and up-to-date at all times. Database management includes conferees, volunteers, and staff for summer camp and Silver Lake sponsored events.
- Maintain confidential information of all summer camp registrants, including health records and educational learning information.
- Ensure the safety of summer campers and weekend guests at the conference center.
- Mentor and train summer administrative staff and seasonal administrative support staff.

##### ***General Administrative Duties***

- Answer phones and general emails while serving as visible welcome at Silver Lake. Offer site tours and help schedule guests and vendors
- With Business Manager, Development Associate, and other staff, support fundraising activities, including the preparation of written materials, phone-a-thons, annual appeal, etc.
- Mail copies of invoices to Hartford office monthly.
- Order and stock supplies for the office with Business Manager.
- Perform administrative duties as required in order for the facility to run smoothly and efficiently.
- Sort mail daily, log in checks, process gift acknowledgments (thank you letters).
- Provide various reports to directors and board, as needed.
- Interact with Cleaning Staff as needed.
- Administratively assist Executive Director as needed.
- May perform other duties, as required.

## **REQUIREMENTS**

- Bachelors degree and/or equivalent years of experience.
- Familiarity with database management and/or related experience.
- Previous summer camp administration experience and/or related activities.
- Proficient in Microsoft Office and electronic spreadsheets.
- Strong problem solving, written, and oral communication skills.
- Experience preparing and writing newsletters preferred.
- High degree of self-initiative and ability to function with minimal direction.
- Ability to multi-task in a high-pace, youth-oriented setting (summer in particular).
- Must maintain a current driver's license.
- Physical ability to lift, carry, reach, push, and pull weight of up to 55 pounds for office supplies and equipment, including carrying items up and down multiple flights of stairs.
- Demonstrated ability to work within a team environment.
- Must have the ability to promote the ministry and mission of Silver Lake, widening the circle of support with alumni, supports, families, donors, Board of Directors, local churches, and the wider church.

## **APPLICATION INSTRUCTIONS**

To apply, please email a cover letter and resume to Executive Director The Rev. Ryan Gackenheimer at [ryang@ctucc.org](mailto:ryang@ctucc.org). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.