

## **Pilgrim Lodge – General Staff Administrative Assistant Job Description**

**Supervisor:** Assistant Director & Office Administrator      **Supervises:** None

This General Staff member plays a valuable role on the staff team by having the skills and flexibility to fulfill a variety of critical functions for the operation of camp including supporting supervision and instruction in activities for campers, aiding volunteers with special projects or activities and participating in the daily chore rotations. The General Staff Administrative Assistant supports day-to-day administrative functions in the Pilgrim Lodge office through spending small periods of assigned time in the camp office to answer phones or review camper records.

### **Administrative Duties and Expectations**

- Support day-to-day function of the camp office through tasks including, but not limited to:
  - Answering the phone and relaying messages
  - Sorting and delivering mail
  - Helping with filing records
- Review incoming health and camper records to ensure completeness before camp sessions begin. Communicate records needed.
- Staff and support store function
- Other relevant duties

### **General Duties and Expectations**

- Fulfill functions of a counselor through supervision and instruction of campers in a variety of activities
- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Live on-site for the duration of the season and fulfill counselor requirements to supervise and instruct campers as assigned.
- Participate in staff training, activities and meetings.
- Participate in emergency drills and respond to emergencies.
- Help counselors, deans and other staff members to maintain camper supervision at all times
- Lead group building “challenge activities” and lead “interest groups” activities as needed
- Fulfill occasional week-long shifts of living with campers in camper cabin (cabin counselor)
- Assist other staff members with their duties when needed including, helping lead group singing and worship services, helping in the camp store as scheduled, assisting in the kitchen with preparing food, dishes and cleaning, and supporting site maintenance projects.
- If certified as a lifeguard, work at the waterfront and keep waterfront program areas safe, neat and presentable
- Provide support to the kitchen for meal prep and clean-up as assigned
- Clean camp including clean bathrooms, wash dishes & pots, empty garbage and go to the dump including every other week cleaning and preparing the camp for new campers
- Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other duties as assigned

### **Qualifications:**

- Age 18 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

**Knowledge, Skills, and Abilities:**

- Experience leading programs and activities with young people
- Understanding of the developmental needs of youth and a love of working with and relating to kids in a positive manner
- Ability to observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexible in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- High level of attention to detail and experience with managing projects
- Willingness to learn and work in a diverse community

**Equipment Used:**

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, art supplies, photography equipment, lifeguarding equipment, challenge course equipment
- A variety of hand tools and basic power tools (with training)
- Cleaning equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, dishwasher, washing machines, and dryers
- Computer, fax machine, phone
- Motor boat (with training)
- Golf cart, truck, car (if licensed)

**Physical Aspects of the Job:**

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

**Term of Position:** This is a seasonal position for Pilgrim Lodge’s summer camp program. Dates of employment will be defined in a written letter of hire and will include staff training.

**Mission Statement:** *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*