



## JOB DESCRIPTION

**JOB TITLE:** Camp Akita Administrative Coordinator  
**REPORTS TO:** Director of North Administration & Camp Akita Operations  
**FLSA STATUS:** Non-Exempt  
**HOURS:** Full time, with flexible schedule possible  
**LOCATION:** North – 3777 Dublin Rd, Columbus

### PRINCIPAL DUTIES AND RESPONSIBILITIES

Primary responsibilities include providing administrative and program support for Camp Akita programs and activities, coordinated at the North Campus of First Community Church. These programs include support for all summer camps, outdoor education programs throughout the year, donor and fundraising activities, and some responsibilities associated with Akita Council functions.

The Coordinator will also provide administrative support for the Minister to Camp Akita, as requested. In addition, this position will maintain general knowledge of other North Campus programs to provide backup assistance for other administrative coordinators, as needed. Other projects may be as assigned, as required, by the Director of North Campus Administration & Camp Akita Operations.

### ESSENTIAL FUNCTIONS

- Provide administrative support to Camp Akita program activities, including but not limited to: maintain the camp management system, including camper and family registrations, and staff applications; camper family communications; resolution of registration payment issues; and other information requests from camper families and/or staff members.
- Provide financial reports and summaries of summer program registrations, as requested.
- Coordinate timely invoice payments and income deposits with the Business Office.
- Develop and manage online registrations, and the related databases, for non-summer Camp Akita events and activities, such as outdoor education programs. Provide appropriate reports and data for these activities, as required.
- Manage the Akita Store activities, including inventory, sales, financial reports, and invoice payments. Maintain and update the online Akita Store website.
- Assist with Camp Akita summer camp check-ins and returns at the North Campus.
- Assist with Akita Council activities, as requested.
- Complete other projects, as requested by the Director of North Campus Administration & Camp Akita Operations.
- Attend general staff meetings and Administrative Staff meetings.
- Attend Akita Council meetings, as available.
- Attend other meetings and activities as requested by the Director of North Campus Administration & Camp Akita Operations.

## **QUALIFICATIONS AND REQUIREMENTS**

- Associates degree preferred but not required
- Exceptional organizational skills
- Highly detail oriented
- Ability to multitask and prioritize
- Ability to maintain a high level of confidentiality
- Ability to maintain a professional appearance and manner
- Excellent oral and written communication skills
- Ability to contend with a wide variety of people on various issues
- Ability to work in a busy office with constant interruptions
- Ability to work independently and as a team player
- Excellent computer skills, including proficiency in Microsoft products, including Word, Excel Access, Outlook, One-Note, and SharePoint

## **PHYSICAL REQUIREMENTS**

- Regularly spend long hours sitting and using office equipment and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control or feel objects
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 25 pounds