

**CAMP FRIEDENSWALD**  
**Camp Administrative Assistant**  
**Job Description**

Responsible to: Executive Director; Program Director

Purpose: The Administrative Assistant provides organizational support to Camp's daily operations. Duties include providing in-person support to Camp's programs, office management, IT support, volunteer coordination, and database administration, among other duties. This position is vital to the smooth running of camp.

Responsibilities:

- 1) Support Camp Programs (Report to Program Director)
  - Become knowledgeable about summer camp programs, policies and procedures to be able to answer questions and provide assistance to camper parents as well as summer camp staff
  - Design, build and monitor program registration using CampBrain (camper software)
  - Assist with the hiring process for summer staff (i.e. scheduling interviews, reference checks, background checks, etc.)
  - Manage program email and phone calls, replying to inquiries in a thorough and timely manner
  - Support in-person registration at the start of camp programs, ensuring completion of necessary paperwork and payment
  - Assist with design and implementation of camp program promotional and marketing materials
  - Other responsibilities include, but not limited to: compile program evaluations; housing assignments; order and manage first aid supplies
- 2) Support Fundraising and Development
  - Manage fundraising software (DonorPerfect)
  - Process donations including gift entry and acknowledgement
  - Maintain updated list of Builders annually
  - Oversee mailings (bi-annual newsletter; appeal letters; etc.)
  - Assist with special projects (i.e. Builders weekend, anniversaries, lake association events, etc.)
  - Oversee email marketing platform (Constant Contact)
- 3) Office Administration
  - Maintain regular office hours in Main Camp office in support of camp operations
  - Answer and direct phone calls (share responsibility with Guest Services Director)
  - Attend staff meetings; record and distribute staff meeting minutes
  - Maintain inventory of office supplies, placing orders as needed
  - Provide support to Camp's visitors, answering questions and assisting with special requests
  - Create welcome signs for special events (program, board meeting, Builders, etc.)

- Maintain and organize both digital and physical files
- 4) Volunteer management
  - Oversee volunteer recruitment and onboarding process (Note: other staff will, on occasion, recruit and onboard volunteers directly)
  - Maintain personnel files for all volunteers
  - Track volunteer hours
  - Ensure volunteers are being thanked routinely and are appreciated
- 5) Other duties as assigned, including but not limited to:
  - Assist with all-camp clean-up and set-up
  - Cover occasional dish washing shifts in the Main Dining Hall

Requirements & skills:

- Alignment with Camp Friedenswald's mission and core values
- Excellent organizational skills, communication skills, can-do attitude, and the ability to thrive in a busy office workplace
- Experience working with variety of database platforms and ability to quickly learn new systems
- Proficiency in MS Office (Excel, Word, PowerPoint) and Google Suite
- Working knowledge of office equipment (printers, phone system, computers)
- Knowledge of or experience in camping ministry; Camp Friedenswald experience is a plus
- Prior experience as an administrative assistant or office administrator is preferred
- College degree is preferred
- Ability to speak Spanish is preferred but not required

Updated Sept 23, 2025