

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

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| JOB TITLE: | OEM SUMMER CLERK |
| DEPARTMENT: | OEM |
| REPORTS TO: | Director of OEM |
| FLSA CLASSIFICATION: | Non-Exempt |
| JOB CODE: | Seasonal Full-Time |

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

POSITION SUMMARY

The OEM Summer Clerk will provide organizational, administrative and clerical support for Directors of Environmental Leadership Program (ELP), Residential Summer Camps, and Day Camps. The OEM Summer Clerk will aid the Directors by assisting with reservations and inquiries and maintaining information in the computer system. Will compile information into an organized filing system, and ensuring activities are coordinated with various ranch departments. The OEM Summer Clerk will provide positive public relations as the front-line contact on the phone and for on-site guests.

ESSENTIAL SUMMER CAMP JOB FUNCTIONS

1. Phone and electronic mail contact: take inquiry requests, answer basic information questions, act as liaison between Camp Director and families when Camp Director is unavailable.
2. Ability to learn and navigate Campminder.
3. Prepare and mail/email information, brochures, Health Forms, Release Forms, registration forms, contracts, Summer Campers, Parents, and general Mo-Ranch guests
4. Create registration folders, make appropriate copies.
5. Maintain accurate and complete registration folders.
6. Maintain camper files, ensuring all paperwork and payments are complete and up-to-date.
7. Assist in the preparation of evaluation forms, and email evaluations.
8. Other duties as assigned by your supervisor
9. This position requires regular and predictable attendance as an essential function of the job.

ESSENTIAL DAY CAMP JOB FUNCTIONS

1. Initial phone contact, take inquiry requests, answer basic information questions, and act as a liaison between Camp Director and families when Camp Director is unavailable.
2. Create registration folders, and make appropriate copies.
3. Prepare and mail parent information packets
4. Update registration folders, log and copy incoming forms, and copy.
5. Other duties as assigned by your supervisor.
6. This position requires regular and predictable attendance as an essential function of the job.

SUPPORTIVE FUNCTIONS

In addition to the performance of the essential functions, this position is required to perform a combination of supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the department and of Mo-Ranch. These supportive functions may include, but are not limited, to the following:

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

1. Ability to work independently and as part of a team
2. Requires writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good communication skills.

3. Applicant must have computer experience and a working knowledge of Microsoft Word, Excel, and Access (or some database entry experience).
4. Must be highly organized in ability to compile, report, edit and file information.
5. Strong verbal, written and interpersonal skills.
6. Ability to use a computer accurately, both in terms of specialized programs and/or word processing.
7. Must be able to exert well-paced mobility to maneuver between functions occurring simultaneously.
8. Must have the ability to bend, squat and occasionally lift up to 25 pounds.
9. Ability to use office equipment, including fax machine, calculator, copier and computers.
10. Able to work weekends.

QUALIFICATION STANDARDS

Education

High School Diploma or equivalent

Certification and/or Licensing Standards

None Required

Experience

1. Applicant must speak and understand the English language to the degree that communication of their job duties, job scheduling, safety standards and health standards are understood.

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments)

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Witnessed by

Date