



Business & Office Coordinator— Accounting & Registration

Accountability: The Business & Office Coordinator reports to the Business & Office Manager.

Position Summary: As part of the year-round team, this role supports the mission by being the “face of Camp Luther” through direct contact with guests, donors, volunteers, visitors, vendors, and service providers, as well as the successful performance of office, communications, and guest relations duties.

Chief Duties & Responsibilities (75%):

Guest Relations/Welcome Center

- Be a Christ-centered, welcoming, and professional representative of Camp Luther in all interactions and correspondence, such as:
 - Answering, handling, and/or directing phone calls;
 - Monitoring, responding to, and/or directing emails received in both general business and personal work email boxes;
 - Collecting, processing, and/or distributing incoming and outgoing deliveries;
 - Assisting in accurately processing financial transactions and deposits;
 - Being a courier to local businesses, as necessary, i.e. bank, post office, etc.;
 - Maintain lost and found lists and services for all guests.
- Ensure a welcoming and efficient work area by:
 - Maintaining overall appearance, cleanliness, and organization of Welcome Center areas;
 - Monitoring, ordering, and stocking general office supplies;
 - Being proficient in operation and maintenance of office equipment;
 - Assisting in the maintenance of accurate and orderly paper and/or electronic filing systems.

Registration

- Attain and maintain proficiency in use and support of the camp management software (CampWise);
- Coordinate the creation and maintenance of program registration spreadsheets/reports (CampWise, Excel, and Google Sheets);
- Coordinate the entire registration process (technical and guest relations) for summer and retreat season campers/guests, cottage rentals, and guest groups;
- Assist with month-end registration financials.

Canteen

- Coordinate merchandise inventory, including procurement, supply management, and vendor relations;
- Stock and price all merchandise, maintaining accurate inventory records;
- Conduct semi-annual inventory of all merchandise;
- Ensure cash drawer is populated and point-of-sale system is functioning;
- Balance drawer and prepare regular bank deposits;
- Maintain canteen policies and procedures, as appropriate;
- Assist in the management of canteen staff, including training, scheduling, evaluating and mentoring.

Accounting

- Assisting with bookkeeping (Quickbooks), such as:
 - Business credit card statements and transactions;
 - Staff reimbursements and vendor invoices and payments;
 - Deposits/Refunds;
 - Month-end reconciliations.
- Performing clerical duties and interoffice support, such as:
 - Distributing invoices for coding and approval;
 - Printing, submitting for review/approval, and mailing checks;
 - Assisting with vendor file maintenance, including tracking W-9s, Insurance, etc.

Other duties as they may be assigned or delegated

Supporting Duties and Responsibilities (25%)

As a member of the Business & Office team, the commitment to step in, back-up, and support the duties and responsibilities of the Development & Communications Office Coordinator in the following:

- Development (Donors and Volunteers);
- Communications;
- Other duties as they may be assigned or delegated.

Position Requirements

- Required
 - High school diploma or equivalent;
 - Two-year post high-school education or equivalent work experience;
 - Proficient in general business applications (Microsoft Suite, Google Apps);
 - Strong organizational skills, attention to detail, and project/group management understanding;
 - Ability to maintain focus in a high-energy, fast-paced environment with frequent distractions and interruptions;
 - Flexibility to work both independently and as part of a team;
 - Professional business and/or creative writing skills;
 - Commitment to support and work within the Christ-centered mission, vision, and values of Camp Luther.
- Preferred
 - College degree or four years' equivalent work experience;
 - Familiar with website and social media maintenance and content;
 - Familiar with basic graphic design programs (Canva, Photoshop, Cap Cut);
 - Familiar with Camp Luther and the Lutheran Church-Missouri Synod

Work Schedule

Monday-Friday, 8 am to 4 pm with occasional evening or weekend hours to support guest services, i.e. registration, programs, etc.