



Job Title: Assistant Camp Administrator (Full Time)

Job Overview: We are seeking an Assistant Camp Administrator to work with the camp manager to oversee the daily operations and administration of our camp. The assistant will be responsible for reporting to the camp manager, daily camp tasks, housekeeping, and meal preparation.

Duties and responsibilities:

- Handles phone calls, emails, and other office tasks.
- Assists with:
 - Camper registration
 - Guest lodging availability
 - Retreat Scheduling
 - Camp Calendar
 - RV Camper Check-in
 - Marketing & Media
 - Donor Relationships
- Tracks and orders camp store inventory
- Tracks & orders general supplies (toilet paper, paper towels, cleaning supplies, laundry detergent, etc) and puts them in the appropriate place
- Maintains and oversees cleanliness of all cabins, chapel, kitchen, fireside room, bathrooms, etc.
- In charge of making sure cabins are prepared before guests arrive and after they depart.
- Plans meals as needed and facilitates groceries and cooking.
- Other duties as assigned by the camp manager

Qualifications:

- Must be a member in good standing of a congregation of the Lutheran Church—Missouri Synod.
- Desire to assist with a camp ministry that is consistent with Lutheran Church—Missouri Synod theology and ethics
- Be able to accommodate and work with outside groups that may or may not be faith based
- Be able to work closely with Camp Manager
- Adaptable to changing schedules, situations, and environments
- Ability to work independently, be self-motivated, and be resourceful in fulfilling job duties
- Works well across a variety of age groups and developmental levels
- Demonstrates good public speaking and relationship-building skills
- Must be willing to receive and maintain necessary certifications such as CPR, First Aid, and others as required by Rolette County, North Dakota, and the Lutheran Church—Missouri Synod in North Dakota.

Compensation Package

The compensation package includes a base salary, housing and utility expenses, travel expenses, and a health care stipend. Overall, this package aims to provide a comprehensive and attractive compensation offer for the Assistant Camp Administrator.

Application Instructions: Please email a cover letter, resume, and three references submitted to Applications@shretreat.org.