"We will love God, all others, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry."
United Church Camps, Inc. (UCCI) Mission Statement

Job Title: Office Manager

Basic Function: The Office Manager is responsible for managing all general office duties at Moon Beach. This includes tasks in clerical database management, communication, financial management and recordkeeping, administrative assistance, office equipment and supplies, website, and supervision areas. This is a part-time, year-round position based on approximately 25 hours per week.

Significant Responsibilities:

- Assist with all aspects of the guest and retreat services operations including but not limited to:
  - Registering guests over the phone and collecting necessary data
  - Processing guest registrations by mail
  - Processing all guest payments
  - File complete guest registrations
  - Update registrations as needed
  - Coordinate and keeps records for all events
  - Handle accounts receivable and invoicing follow-up
- Serves as receptionist for guest and retreat services by answering phones and greeting guests
- Assists in developing retreat and summer camp information packets
- Prepare and maintain files of contracts for all retreats
- Provide and demonstrate ability in the management and efficient operation of the office: skill in keyboarding, use and maintenance of office machines, filing keeping records, and working knowledge of computers
- Keeps minutes of staff meetings as requested
- Order and maintain office and copier supplies
- Provides program support as needed
- Be a positive and flexible member of the staff

Required Qualifications:

- Self-starter with excellent time management skills.
- Must have experience with Microsoft programs along with basic computer and office equipment functions.
- Ability to execute duties with a proactive approach to future responsibilities to ensure all deadlines are met.
- Must be friendly, flexible, and lead by example to make hospitality come alive for guests.
- Ability to work in and lead a team environment.
- Interested in creating spaces of unconditional acceptance.
- An inquisitive and curious mind that is always looking for improvements.
- Willingness to learn, meet, implement, and teach the standards set forth by the Mission Statement.
- Ability to sit, stand, reach, lift, bend, kneel, climb, push, and pull items.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.
- Proof of COVID 19 vaccination with accommodations requests for medical or religious exemptions.

Employee Name & Date

UCCI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.