

**Forest Springs Camp & Conference Center®**  
**MINISTRY DESCRIPTION**

**POSITION DESCRIPTION:**

**Title:** Administrative Coordinator

**Purpose:** Provide administrative assistance to the executive director in the areas of executive administration, insurance, finances, and the board of directors.

**Status:** A salaried contract staff position, possibly leading to a missionary staff position

**RELATIONSHIPS:**

**Responsible To:** Executive Director

**Direct Charges:**

- None

**Other Key Relationships:**

- Board of Directors
- Business Manager
- Camp Director, Cedar Bay Camp & Retreat Center
- Camp Director, Forest Springs Camp & Conference Center
- Camp Director, Oak Forest Retreat & Conference Center

**QUALIFICATIONS:**

Spiritual:

1. Has made a personal decision to trust Christ alone for salvation (Acts 4:12).
2. Has a sincere love for the Lord Jesus Christ and a desire to see campers come to know and grow in Him.
3. Is in agreement with and subscribes annually to Forest Springs' Statement of Faith, Philosophy of Ministry and policies.
4. Is eager to learn, loves campers, and shows a consistent walk with God

General:

5. Is willing to serve the needs of camp, including campers and guests, with excellence and a generous spirit, even when personally inconvenient to do so, and be willing to go the extra mile (Matt. 5:41).
6. Is flexible and able to work with campers and other staff members.

Specific:

7. Possesses basic office and computer skills.
8. Is a self-starter and is motivated to serve the executive director in his administrative tasks.
9. Excels at computer skills and knowledgeable about critical computer programs such as Word, Excel and PowerPoint.

## RESPONSIBILITIES:

### Spiritual:

1. Be a witness for Jesus Christ in all words and actions and share Christ's love with the public, campers and staff to reflect favorably upon the Lord and FS&A.
2. Be willing and able to share the beliefs of FS&A, as stated in its Statement of Faith, to guests as opportunities arise.
3. Submit to the Code of Conduct of FS&A.
4. Regularly participate in camp prayer meetings.
5. Regularly participate in a local church worship services, becoming involved as able.

### General:

6. Develop a Christ-like, servant atmosphere in the work area.
7. Aid in keeping the work area clean and orderly at all times.

### Specific:

8. Regarding **administration**:
  - a. Care for all assigned **secretarial work** for the executive director.
  - b. Keep the **Personnel Policies and Procedures Manual** up to date.
  - c. Coordinate details for the annual **missionary staff retreat**.
  - d. Assist with the production of the **annual report** for Forest Springs as requested.
  - e. Maintain files for Forest Springs' **legal correspondence**, documents, and contracts as needed.
  - f. Under the direction of the executive director, oversee the organization and cleanliness of the **archive room**.
9. Regarding **development**:
  - a. Be a regular participant in camp's **development strategy meetings**
  - b. Assist camp's development staff in **writing grant proposals**, using the Foundation Search database
  - c. Coordinate a **communication and visitation strategy** for the executive director
  - d. Use **Raiser's Edge software** to provide fundraising support for the director
  - e. Process all signed **tax receipts** for camp donors, as well as Gift-in-Kind receipts, including writing thank-you letters as needed.
  - f. Assist other administrative staff with **camp mailings** as necessary, including bulk mailings for General Fund and Scholarship Fund appeals.
10. Regarding the **board of directors**:
  - a. Effectively correspond with board members as directed by the executive director
  - b. Maintain records of all board action.
  - c. Maintain board committee lists, address lists, attendance records, and board meeting calendar.
11. Regarding camp's **staff health benefit program**:
  - a. Be primarily responsible to manage camp's health insurance program.
  - b. Manage the reimbursement program for staff member's Flexible Spending Accounts (FSA).
  - c. Oversee camp's role in staff Health Reimbursement Accounts (HRA).
12. Regarding camp's **liability insurance program**:
  - a. Be responsible to manage camp's multi-peril and liability insurance, including research of better insurance options.
  - b. Manage the titles, registration, and insurance on all camp vehicles.
13. Regarding service in **other camp areas**:
  - a. Assist with **phone coverage** as requested.
  - b. Assist with **youth camp registration process**, as appropriate
  - c. Assist with **Community Day registrations**, as appropriate