

WARNER MEMORIAL CAMP

Position Description . . . Ministry Administrator

Responsible to Camp Director

Winter 2024

GENERAL RESPONSIBILITIES

- Live an exemplary Christian life and demonstrate a Christ-like attitude
- Have the ability to prioritize and work independently with limited supervision
- Exhibit leadership skills and positive attitude
- Experience in creative writing and grammar usage
- Capable use of office machines, printers, and networks
- Be a willing servant with a humble heart toward Warner Camp guests
- Be a willing learner
- Knowledgeable, and/or willing to learn, the following areas:
 - Current communication technology
 - Graphic design and related communication software (ie: Constant Contact)
 - General Website maintenance
 - Social Media (Twitter, Instagram, Facebook, etc.)

PRIMARY RESPONSIBILITIES

- Be a positive public relations ambassador for the Mission and Ministry of Warner Camp
- Be interactive with guests and team members
- Available for incoming office communications – emails, phone calls, social media
- Assist with hosting retreats and serving guests
- Promote Warner Camp programs via Social media and mailings.
- Oversee production of camp Newsletters, Brochures, and other mailings
- Oversee Summer Camp Registrations and Guest Group Reservations
- Oversee Campground Registrations and Seasonal Contracts
- Assist the Camp Director with goals and objectives, including but not limited to:
 - Donor management – Thank You letters, mailings, communications, etc.
 - Communications with churches, donors, and stakeholders
 - Maintain camp's presence on Social Media (Twitter, Instagram, Facebook, etc.)
 - Maintain schedule of events and upcoming retreat groups

Other areas of responsibility

- Serve on the Camp Meeting Task Force
- Oversight of the Camp Store, including training Store Staff and ordering goods

Parameters of the job description

- Warner Camp seeks to define and outline the expectations of all those serving at Warner Camp. This Position Description comprises most of the duties expected of the person holding the position. However, duties could be added, removed, or alternated at a future date. Any significant changes will be discussed with the employee with sensitivity to all other tasks required to fulfill.
- Willingness to adhere to our staff values, and help our team improve through various means for the sake of growing this ministry.
- Warner Camp is an “At-Will” employer – Which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances, typically a two-week notice.

Compensation Package

- Salary based upon education and past experience.
- Other Benefits depend on whether “onsite” housing is provided.