



Job Description

Title: Camp Secretary

Reports to: Brightwood Ranch Program Manager

Based at: Brightwood Ranch, Evansburg, Ab.

Hours of work: 40 hours a week Sept-April, during camp season May-August hours can run longer and evening/weekend work is required

Hope Mission is a non-denominational Christian inner-city rescue mission based in Edmonton, Alberta. Hope Mission also has branches in Calgary, Red Deer, Wetaskiwin, and 2 summer camps.

Mission Statement: Hope Mission exists to serve, strengthen, and uplift men, women, children and youth through the life-changing gospel of Jesus Christ.

Our Vision

Hope Mission has a vision that men, women, youth and children who come to our doors would come to know Jesus Christ as their personal Lord and Saviour.

This vision can be fulfilled only if all staff are diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

Job Summary: Hope Mission's Summer Camps provide programming to kids and youth from single parent, foster, and group homes, and those with other barriers to traditional camp programming. The Brightwood Ranch Camp Secretary will support the Brightwood Ranch Program Manager to ensure the day to day administration activities are developed and maintained in order that the ministries and programs can continue to run as smoothly as possible. Key responsibilities will include overseeing camper registrations and all daily admin for Brightwood Ranch and Camp Hope (Calgary).

Key Attributes:

- **Leadership:** Lead through serving.
- **Communication:** Maintain clear communication within Hope Mission: Program Manager, the outreach team, purchaser, HR, Accounting, and with participants of the programs.
- **Team Work:** Active participation in staff meetings and functions. Serve, strengthen, and uplift other team members.
- **Faithful, Available, and Teachable:** Serve with faithfulness and excellence. Be consistent in work and willing to grow in character and skill. Be willing and ready to serve, strengthen, and uplift people in the name of Jesus Christ.

Main Duties and Responsibilities:

- **Administrative Support:** Assist the Brightwood Ranch Program Manager in administration (Petty Cash, Purchase Orders, Capital Expenditures, Invoices, Donations, etc). Ensure the daily operations of the office are managed in accordance with Hope Mission policies and procedures.
- **Reception:** Answer the phones and manage the front desk with a warm and friendly presence while providing accurate information to inquiries. Coordinate internal and external resource

referral information for people who come through Hope Mission's doors. Be ready and willing to lend a listening ear and direct people to appropriate services.

- Logistics: Maintain an inventory of supplies and coordinate orders as needed.
- Timekeeping: Assist with compiling and submission of monthly timesheets to payroll.
- Information Management: Assist with sending paperwork to Human Resources.
- Database: Upkeep and maintain records for clients and staff members. Retrieve client or staff information when needed. Coordinate Camper Registrations.
- Donations: Receive donations and respond in kind to our donors as per policies and procedures of Hope Mission.
- Outreach Ministry: Support the ministry team as they run programs to children and families. Develop relationships with the children and families who come to Hope Mission programs. Be available to join in program on occasion when there are staff away.
- Event Planning: Support the team with event administration and execution.
- Perform other relevant duties as assigned by the Brightwood Ranch Program Manager.

Minimum Qualifications & Skills:

- Ministry Experience: Relevant experience in ministry involving administration, leadership, children, youth, and outreach. Understanding of various challenges of those "at risk" and able to handle relevant reports.
- Administrative Experience: Training or experience in managing business and fiscal affairs. Experience with Office Programs (Word, Excel, Powerpoint, Media).
- Self-Starter, Team Player, Multi-tasking, Flexible: Able to manage competing priorities and multiple activities, events, and situations. Works well under pressure and requires minimal supervision.
- Education: Completion of high school, Business Administration or Ministry Degree an asset.

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith. (<http://hopemission.com/about-us/values/>)
- A letter of reference from a ministry or church is an asset
- Flexibility to work irregular and extended hours as required
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check with a Vulnerable Sector Search and a Child Intervention Record Check.
- Experience with climbing walls, ziplines, and rope courses not required but an asset.
- Adherence Hope Mission's Policies and Procedures.

START DATE: February / March, 2022.

PLEASE SEND:

1. **Resume, and**
2. **Cover letter stating why you would like to work in a Christian Ministry**

TO: Human Resources

Email: hr@hopemission.com

***We thank all applicants for their interest,
however only those candidates selected for an interview will be contacted.***