



887 Jumonville Rd., Hopwood, PA 15445  
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## Office Assistant

*revised 11/24/2017*

### **TITLE:**

The title shall be Office Assistant.

### **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Must be at least 18 years old. Must have up to date background clearances as required by the State of Pennsylvania.

**CONVICTIONS:** Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

### **SCOPE AND IMPACT OF DUTIES:**

Because of the nature of this position, maturity is extremely important. This person would work as an assistant to the Office Manager and to the Program Coordinator. This person must enjoy a variety of work experiences. Since this person is substituting for others, performance can have a definite impact on the efficiency of the entire Jumonville operation. Each position is important in this regard and, due to the changing nature of this position, it is even more important that care and efficiency be demonstrated.

This position is a liaison between program implementation and site management and, as such, requires knowledge of the rules, regulations, and the practices of Jumonville. A conscientious concerned effort is required in providing the services, equipment, and materials necessary for the efficient conduct of the program. Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. Patience, concern, compassion, fairness, and love are prerequisites.

### **PRINCIPLES OF EMPLOYMENT:**

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

### **LINE OF AUTHORITY:**

This position works under the supervision of the Office Manager and the Program Coordinator

### **SPECIFIC DUTIES:**

1. Answer phone calls and direct them to the appropriate staff member.
2. Checking with deans at meal times in coordination with other staff, to see that needs are being met
3. Coordinating the set up for Sunday registration and making the weekly Dean's Packets
4. Complete projects as assigned by the Office Manager.
5. Assist in other duties as may be specified by the Program Coordinator.