



**Horton Center Staff  
Job Description  
Office Administrator (part time)**

**Supervisors: Summer Director, Executive Director**

**General Expectations and Duties:**

- Represent Horton Center in a professional manner consistent with its mission statement
- Assist campers with any and all needs
- Assist deans and volunteer counselors with any and all needs
- Work closely with other staff members, abiding by the Horton Center Covenant
- Help to build camp morale and encourage the growth of other staff members
- Participate in staff activities and meetings as needed
- Other duties as assigned

**Office Administration Duties and Expectations**

- In collaboration with the Executive Director and Summer Director, maintain ACA Standards & record keeping including collecting staff records and certifications
- Answering and making phone calls to parents/guardians, volunteers, etc.
- Email communications
- With the Summer Director, provide administration support to the Executive Director such as collecting health forms, contacting parents/guardians, collecting Volunteer forms and updating the Google Sheet as necessary, etc.
- Administer camper/volunteer surveys, collect data and write camp summaries for each camp
- Manage payroll for all Summer Staff members including posting timesheets, gathering Staff signatures and turning in payroll information on time
- Welcome campers to camp during registration as well as collecting needed paperwork and payment

**Required Skills/Qualifications**

- Computer literacy (email, microsoft word, excel, etc.)
- Verbal communication skills (speaking on the phone, speaking with parents/guardians, etc.)
- Office equipment use (copier, printer, etc.)
- Must be 18 or older
- Background Check required for Safe Camp policy

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The Mission of Outdoor Ministries in the New Hampshire Conference of the United Church of Christ is to invite all God's children to experience Christian community in the natural world.