

Office Coordinator

Status: full time or hourly

Position description: Work in the office to answer phones or emails, check in and out guests, and set up reservations and appointments

1. Team member:

a. Under the direction of:

- i. Executive Director
- ii. Board of Directors

b. Work as a team member with responsibility too:

- i. work with the team with respect, honesty, and full communication
- ii. participate in staff meetings
- iii. provide regular reports to the Executive Director and/or the board
- iv. participate in annual evaluations of team and self
- v. collaborate in weekend and holiday coverage
- vi. meet deadlines as determined by the Executive Director, team, or board

2. Responsibilities:

a. Office work

- i. Responding to emails
- ii. Answering phones
- iii. Making reservations
- iv. Set up appointments
- v. Checking in and out guests
- vi. filing

b. Events

- i. Coordinate with guest
- ii. Help setup and teardown
- iii. Assist with directing traffic or transporting guests as needed
- iv. Manage issues as they arise

3. Other duties as assigned

- a. Our sacred space is dedicated to providing safety, fiscal responsibility, environmental stewardship, and sacred space for all who participate in our organization and its programs. To ensure these outcomes, the board may assign duties to staff other than those noted here. In addition, the Board and Staff are expected to assist each other in the execution of job duties in the interest of the organization's goals.

4. Additional position Requirements:

- a. Intrapersonal skills
- b. Basic computer skills
- c. Typing skills
- d. organized
- e. Be able to lift 50lbs.

5. Qualifications

- a. Satisfy all background checks.
- b. participate and follow the drug and alcohol policy
- c. proof of driver's license if operating a camp vehicle

6. Compensation:

- i. payment compensation based on experience
- ii. employee health insurance provided by employer (if full time)
- iii. workers compensation insurance provided by employer
- iv. PTO (if full time)