



**Position Profile**  
**Laity Lodge Youth Camp Office Coordinator**  
**May 2019**

**POSITION SUMMARY:** The LLYC Office Coordinator will organize and implement all administrative systems as it relates to managing the business of the LLYC office, financial oversight/budget development and tracking, procedures and policies, contributing to and monitoring all administrative projects.

**PROGRAM MISSION:** Laity Lodge Youth Camp (LLYC) is an interdenominational Christian youth camp designed to provide summer youth campers with the best two weeks of their lives in a safe, learning environment in which campers' faith in God is nourished and enhanced.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- Manage and monitor internal financial controls for LLYC budget development, tracking, and reporting purchases
  - Maintain the LLYC Amazon account for purchase and team credit card statements
- Administrative support and office Organization for LLYC
  - Schedule team calendar events, meetings, meeting agendas, and travel for LLYC team and talent resource (including recruiting schedule)
  - Responsible for office equipment maintenance
  - Maintain office supplies
  - Coordinate LLYC vehicle fleet
  - Provide registrar back-up/support including communication and response support for campers and families
- Collaborate with Senior Director on marketing planning and marketing strategies for LLYC
- Participate in the Administrative Support Team meetings
- Participate in the Program Operations Team meetings
- Manage and support the staffing application and placement processes for LLYC including all correspondence and communications with applicants
- Builds and maintains summer job postings and reports in the CircuiTree Software

- Assist HR with collection of summer staff onboarding paperwork, CBC, I-9s, Sexual Abuse Awareness
- Assist the Health Care Director with correspondence and scheduling of camp doctors and nurses
- Maintain staff and camper totals for insurance purposes

**QUALIFICATIONS:**

- High school diploma; college experience preferred
- Proficient with Microsoft Office Suite
- Knowledge of CircuiTree a plus
- At least 3 years of professional work experience in an office environment as well as 1-3 years of experience developing and managing budgets or other financial process; experience working in a camping, retreat, or other hospitality industry a plus

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Strong organization skills
- Excellent time management
- Ability to work independently or within a team
- Strong communication skills – written and verbal
- Excellent customer service skills
- Adaptable
- Exhibits attention to detail

**PHYSICAL REQUIREMENTS:**

- Ability to lift and carry equipment and supplies weighing up to 25 pounds
- While performing the duties of this job, the employee is regularly required to talk and hear
- This position is active and requires standing, walking, bending, kneeling, and stooping throughout the day

**WORK ENVIRONMENT:**

- This job operates in a professional office environment and camp or retreat setting
- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Ability to work varying schedules based on camping program needs, including some weekends
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets
- Availability to travel for recruiting and other events

For more information and/or to apply, contact [sseverson@hebfdn.org](mailto:sseverson@hebfdn.org) or call 713-303-7086.