



Position Description: Operations Assistant

Reports to: Senior Director of Operations

FLSA Status: Full-time; Non-exempt

Job Summary

The Operations Assistant is responsible to assist the Senior Director of Operations. Tasks include answering phones, scheduling meeting, running reports, and general secretarial tasks, also support and assistance for the operations departments and their managers as needed. He or she must be prepared to meet the spiritual needs of staff and guests.

Organizational Strategy

- Develop and maintain a strategic perspective--based on organizational needs
- Build healthy relationships with all people who work in and for operations
- Prepare expense reports per Hume Lake's accounting and finance procedures;
- Manage Hume Lake's fleet of vehicles, including up keep of databases, filing of documents, insuring current registration and insurance, and trips to the DMV as needed.
- Ability to project a friendly attitude; work with a variety of ages and personalities and with a diverse group of internal staff and guests.

Managing

- Support cross-functional teams within other departments, if required
- Prioritize and manage multiple projects simultaneously exercising timely follow-through

General Qualifications

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others.
- Must be able to agree with our statement of belief and abide by our code of conduct.
- Manage and utilize camp resources with biblical view toward stewardship;
- Must be able to live in available Hume Lake housing or provide private accommodations.

Specific Qualifications

- Demonstrated skills, knowledge and experience in the ability to administrate at the Executive level;
- Thorough and attentive to detail;
- Demonstrated ability to handle and safeguard highly confidential and sensitive information and resources;
- Strong organizational and personal/relational skills;
- Current in general office technology; computer literacy in word processing, Excel Spreadsheets and database management; proficient with Google Apps, Office applications (Word, Excel, PowerPoint) and Hume Lake's communication (telephone and radio) and accounting systems;
- Commitment to working with shared leadership and in cross-functional team meetings;

Physical Demands

- The staff member must occasionally lift and/or move 25 pounds.
- Must be able to live in extreme weather conditions
- Must be able to live at high altitude

Other

- Perform other related duties and assignments as required;
- Hume Lake maintains the right to reassign or change duties as required;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position.