

Office Staff Job Description

Rock-N-Water

As of: 1/12/2012

Objective:

To support the effective and smooth running operation of Christian adventure trips through the facilitation of timely, accurate, and relevant communication.

Work Schedule:

9 AM – 5 PM with a half hour off for lunch, three days a week Monday through Friday

Thanksgiving week off

All but 1st week of December off

Optional possibility of full time work June through August.

Optional possibility of 1-2 days a week in December.

April-August (approximately) you will be working in Lotus at our Camp's main site, and September-March you will be working at an off site location near Placerville.

Potential flexibility for scheduling which 3 days you typically work each week, with the possibility of adjusting your work schedule with advanced notice.

General Responsibilities:

Communication with staff, Guests, Potential Guests and outside resources including, but not limited to making, answering, and returning phone calls and e-mails.

Answering questions about trips, booking trips, and keeping track of paperwork for trips.

General secretarial tasks including mail and phone message distribution.

Occasional projects assisting fellow staff and operational needs.

Accountability:

You will report to the Assistant Director who will provide you with your initial as well as ongoing training, and perform your yearly evaluations.

Benefits:

Pay: \$10 to \$12 per hour

Free lunches when trips are in camp – typically mid April through mid August.

To learn more about Rock-N-Water please visit: <http://www.rocknwater.com>

To apply: <http://www.rocknwater.com/resources/application-office.pdf>

