

**Yeoman (\$3796)**  
**(Office Administrator)**

Desired Qualifications:

- Minimum 21 years old
- Experience with excel
- Good phone skills
- Experience with managing cheque books, bank accounts, petty cash
- Able to multi-task

Responsible to: Program Director

General Responsibilities:

Office administration, co-ordinates town trips, all camp communications, processes requisition forms and manages communication and information from North Vancouver office to island. This person is the primary contact person in the camp and the primary contact in emergency situations, the ability to remain calm and rational is essential.

Specific Duties:

Secretarial

- Responsible to help with cabin assignments as necessary
- Receptionist for all incoming calls to the camp, record and distribute messages
- Receive and distribute mail
- Manage and account for petty cash
- Maintain and control all deposits from Mariner's Inn ensuring that detailed accounting is kept for all receipts and disbursements from/to same.
- Make bank deposits.
- Manage invoices for purchasing and receiving
- Maintain the purchase order file and process all incoming bills and statements for payment
- Take reservations and collect money for Sunday brunch visitors
- Attend and take minutes at weekly senior staff meetings

Organize all runs

- Organize boat trips and schedule all boats and times
- Collect all payments, orders, products etc. for the Ensign's trip to Gibsons and Vancouver

Other

- Help innkeeper with incoming orders, money etc.
- Create camper cabin assignments
- Manage communication, transportation, resources and detailed log during emergency situations

The Yeoman will actively pursue the ministry of the camp through the application of Biblical principles in his/her leadership of and personal relationships with the staff and campers