

## **Innkeeper's Assistant (Volunteer)**

### Desired Qualifications:

- Minimum 17 years old
- Computer literacy
- Ability to work a part of a team
- Attention to detail
- Till operations

Responsible to: Innkeeper

### General Responsibilities:

The Innkeeper's Assistant is responsible for helping to run the store. The position includes a number of retail related tasks as well as money and account management.

### Specific Duties:

#### Daily store operations

- Till transactions
- Credit Card transactions
- Camper deposits
- Stock inventory
- Maintaining a welcoming, tidy and professional atmosphere
- Daily cash-outs

#### Administration

- Camper account spreadsheets
- Staff account deposits and withdrawals
- Compilation and distribution of camper pre-order t-shirts & DVD's
- Creating multiple spreadsheets and forms

The Innkeeper's Assistant 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