

Yeoman Assistant (Volunteer) (Office Administrator)

Desired Qualifications:

- Minimum 17 years old
- Office and computer experience
- Good phone skills
- Able to multi-task

Responsible to: Program Director

General Responsibilities:

Assists Yeoman in office administration, coordinating town trips, camp communications, processing requisition forms and managing communication and information from North Vancouver office to island.

Specific Duties:

Secretarial

- Receptionist for all incoming calls to the camp, record and distribute messages
- Receive and distribute mail
- 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

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 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