



Luther Park Bible Camp—Chetek, WI

Job Announcement

Luther Park Bible Camp in Chetek, Wisconsin is seeking a full-time, year-round Office Manager.

OFFICE MANAGER JOB DESCRIPTION

ROLE DESCRIPTION

The purpose of this position is to carry out the mission of Luther Park Bible Camp through the management of our administrative office, as well as working with the retreat & rental groups throughout the year. The person in this position must be willing to live by the basic tenets of the reformed faith, the ELCA and the personnel policies of Luther Park Bible Camp. Luther Park seeks a leader with strong organization, computer, troubleshooting, problem-solving and communication skills, as well as a passion for outdoor ministry.

QUALIFICATIONS

Required:

- Be committed to Luther Park Bible Camp's (LPBC) philosophy and program as it continues to develop within the mission of the Christian Church and Member Congregations.
- A commitment to create an inclusive and welcoming environment for all people.
- At least 21 years of age.
- Associate degree or higher in relevant field *or* equivalent work experience.
- Proficient in computer use and understanding, with knowledge of Google Workspace & Microsoft 365—Word, Excel, Outlook.
- Excellent ability to communicate with people.
- Excellent organizational skills.
- Demonstrated personal responsibility, resourcefulness, and individual initiative.
- Ability to give and take instructions and to provide leadership while directing retreat & housekeeping staff.
- The ability to model and facilitate healthy communication and conflict resolution skills.
- Willingness to adapt to changing situations and the openness to learn a variety of tasks.
- A heart for others and the cares and concerns of a diverse constituency with the ability to manage the needs of LPBC.

Preferred:

- Outdoor Ministry or congregational ministry work experience.
- Bachelor's degree with relevant office or hospitality experience.
- Work experience and demonstrated proficiency in the following areas: registrar, event management, minor bookkeeping, managing online calendars.

RESPONSIBILITIES

Office Management

- Act as primary correspondent with the public by working at the front desk, answering phone, and email.
- Work alongside accountant to keep the financial database current and balanced.
- Manage incoming mail.
- Manages and updates Luther Park calendar, working as the go-to person for all calendar related needs, including calendar reports at weekly staff meetings.
- Manages and updates camp database, assisting the Executive Director and Program Director.
- Acts as registrar for the summer camp program, working with the Program Director to communicate with families.
- Orders office & housekeeping supplies.
- Assists financial development of camp, tracking donations.

Retreat & Rental Groups

- Manage and coordinate all current, future, and potential bookings for retreats & rentals.
- Keep an up-to-date calendar of all weddings, retreats, and events on property.
- Work with Guest Groups in bookings, tours, and communication.
- Work alongside other staff members in coordinating Luther Park events.
- Coordinate with kitchen staff when meals are happening for retreats & rentals.
- Coordinate with housekeeping staff to ensure cabins and guest spaces are prepared for rentals.
- Coordinate with property management to ensure green space around guest spaces is well maintained, as well as ensuring safety and full functionality of cabins and guest spaces.

Bookkeeper Duties

- Handles all cash & check deposits.
- Helps with balancing canteen, camper, and retreat registrations.
- Handles credit card charges and designates proper account coding.

Other Job Duties

- Assist Executive Director, Program Director, and Property Manager in any additional admin support.
- Attend weekly staff meetings.
- Maintain clear and positive communication with all camp staff.
- Participate enthusiastically when involved in camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff and lead special events when involved, as well as other camp activities and functions.
- Be flexible with the tasks required for the ministry, depending on the needs of Luther Park, which may include tasks other than those related strictly to the Job Description.
- Actively seeks ways to network and grow in position, i.e., continuing education and professional development.

ACCOUNTABILITY

Responsible to the Executive Director.

PHYSICAL WORKING CONDITIONS

This job requires the ability to sit for long periods of time, with the occasional activity of setting up or taking down tables and chairs. The job requires typing, answering the phone, and being able to communicate positively with guests and staff.

COMPENSATION

- The position of Office Manager is considered a salaried, full-time, year-round position.
- Salary range \$32,000-38,000 commensurate with qualifications and experience.
- Three weeks of paid vacation for each of the first three years, four weeks per year after three years.
- Nine paid holidays.
- Health insurance and pension benefits.
- Sick leave accrued at one day per month up to twelve working days.
- Use of a camp vehicle while on camp business or, if a camp vehicle is unavailable, mileage at the current federal rate.
- The Office Manager may eat meals, when provided, with the camp community.

TO APPLY

Please refer to lutherpark.org for background on Luther Park and our programs. We will be accepting applications until the position is filled.

Qualified applicants should email a cover letter, resume, and list of current references to Eric Klein our Executive Director at eric@lutherpark.org with the subject "Office Manager." Please tell us a bit about yourself and why you want to join the Luther Park Community.

We acknowledge that the work sector has disproportionately hurt the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQ people and young people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.