

Role Description

Title:	Office Manager
Reports to:	V.P Property Ministry
Direct Reports:	Office Administrator
Department:	Administration
Branch:	Camping
Type of Work:	Permanent, Full-time
Work Location:	RockRidge Canyon, Princeton, BC

Position Purpose:

Reporting to the V.P Property Ministry at RockRidge Canyon (RRC), the Office Manager leads the office team with a high standard of office support and recruitment aligned with Young Life's mission. The Office Manager coordinates all functions that flow through the office such as recruitment of all staff and volunteers; bookkeeping which includes revenue reporting and payables, support for Young Life Summer programs and guests, support for alumni and development initiatives and support for special projects for the V.P Property Ministry.

The Office Manager supports the V.P Property Ministry and the Board's Camping Committee to achieve the vision and mission of Young Life to "glorify God by sharing Jesus Christ with the entire next generation" as outlined in Young Life's Strategic Plan. The Office Manager subscribes to Young Life's Statement of Faith and abides by its Codes of Conduct.

Key Responsibilities:

Administration:

- Serve as part of the RockRidge Canyon Leadership Team
- Provides effective oversight and leadership to the office team, including the Office Administrator, Volunteer Coordinator and Leadership Coordinator
- Is a member of the Human Resources team overseeing HR functions for property staff, casual staff and volunteers to ensure adequate staffing and training throughout the year
- Oversee recruitment and selection of Summer Interns and Summer Staff
- Processing international applications for Work Permits and Visas
- Ensure new staff orientation, training and tracking are completed
- Provides oversight to the Accounting functions within the RockRidge Canyon office and liaison support with the Young Life of Canada National office
- Support the V.P Property Ministry with executive administrative tasks as required
- Assists with fundraising initiatives and development of alumni and friends
- Nourish a truthful, accountable, forgiving, joyful and healthy work culture

Young Life Camping

- Maintain camper surveys and stats for the beginning and end of each camp
- Assist with camper registration and housing planning with Head Leaders
- Coordinate Medical team and Adult Guest placement

Financial

- Oversee all aspects of revenue accounting and payables
- Maintain thorough and accurate records of summer camping and rental group income
- Maintain database of projected and actual revenues

Guiding Principles and General Responsibilities

Spiritual Leadership

- Model Christ in word, deed and actions.
- Model and promote Young Life's mission and values. Represent Young Life positively and professionally within the community.
- Provide spiritual leadership to direct reports and volunteers, if applicable.
- Pray for kids, Young Life volunteers, and fellow Young Life staff.
- Ensure that all ministry at RockRidge Canyon is designed and carried out with a dependence on prayer that flows from a personal relationship with Jesus Christ
- Pursue personal spiritual growth and involvement in a local church.

Personal and Professional Development

- Pursue opportunities to further grow and develop ability and capacity through professional development training as directed or approved by the V.P Property Ministry.

Qualifications:

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Agreement with Young Life's Statement of Faith, Community Covenant and Conduct Policy.

Education and Experience

- Preference for Degree or Diploma in Office Management
- Three to five years of office supervision or management experience
- Experience successfully overseeing bookkeeping and recruitment practices
- Solid knowledge, understanding, and experience in Young Life or other youth ministries or camp are preferred
- Experience in not-for-profit or public organizations is an asset

General Qualifications

- Intermediate proficiency in Google suite and MS Office suite
- Knowledge of basic accounting principles is essential and accounting experience with Sage software is an asset
- Strong analytical and decision-making skills
- Excellent time management skills and able to manage conflicting priorities, effectively plan work, and meet deadlines in a high-demand environment
- Model responsible work habits, effective servant-leadership, and stewardship
- Natural leadership abilities and confidence. Able to guide, supervise, and motivate staff and volunteer
- Superior Emotional Intelligence competencies, including interpersonal and customer service skills.
- Strong relationship-building skills with diplomatic and tactful communication skills
- Integrity to deal with sensitive or confidential material and situations
- Results-oriented coupled with the ability to work with a diverse team and able to patiently work under pressure
- Able to work a flexible schedule according to seasonal operating requirements

Training and Certification

- Legally entitled to work in Canada.
- Must be willing to relocate to Princeton, BC.
- Valid Class 5 driver's license and clean Driver's Abstract or equivalent.
- Clean criminal record check, including vulnerable sector search, required as a condition of employment.

Work Conditions

Work Location:

- Work is performed in a rural camp setting.

Physical Requirements:

- The employee is required to look at a computer screen and use a keyboard for up to 90% of the time

Work Environment:

- Work is deadline-driven
- Work is seasonal and at times there will be large volumes of work to undertake

Hours of Work:

- This position is regular 40 hours per week, Monday to Friday.

Hazards:

- Hazards are considered minor and controllable.



The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of people in this position. Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Staff Person Name

Signature

Date