



Office Support Counselor Job Description

JOB DESCRIPTION

- Will be on full time staff
- Will answer the office phone, return emails
- Will make the town list run once a week
- Will oversee the office JC's
- Will help prepare for the upcoming camp sessions
- Will be responsible for Camper and Staff Name Tags
- Will be responsible for camper activity schedule and schedule changes
- Will be responsible for Bunkhouse Rosters
- Will be responsible for Activity Rosters
- Will make inventory trips to WalMart
- Will be responsible for the camper waitlist
- Will assist in the collection, washing and folding of the JC Red T Shirts
- Will assist in JC Check In
- Will assist in Camper Balances
- Will be responsible for JC service hours
- Will be responsible for JC background checks
- Will assist in late arrivals and early departures
- Will manage lost items along with the Camp Mom

ELIGIBILITY:

- Must have basic computer skills
- Must have legible handwriting
- Will be required to submit penmanship demonstration
- Must have organizational skills (Experience required)
- Must have exceptional customer service (Experience appreciated)
- Must have your own vehicle
- Must have excellent time management
- Must be able to be professional with parents on the phone
- Must have freshman year of college or be 18 years of age or older
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must complete a health evaluation

EXPECTATIONS:

- Must be teachable
- Must have patience
- Must work well with others
- Must agree to a background check
- Must have exceptional people skills
- Must be able to submit to and work for authority
- Must be able to complete office work and tasks in the allotted time
- Must love, train and disciple JC's
- Must understand and support the values and mission of Brookhill Ranch