



## **Bookkeeper/Buildings & Grounds Assistant**

### **I. Qualifications**

- A. Strong commitment and loyalty to the mission of MCRC as stated in the MCRC bi-laws..
- B. A respect for diverse backgrounds (spiritual beliefs, gender identity, etc.).
- C. Educational requirements – Required: High School Diploma or equivalent Suggestion: Associate’s Degree preferred  
*(Preference given to majors such as education or business).*
- D. Experience in:
  - i. Administrative duties (budget, financing, basic office skills etc.).
  - ii. Using Office Suite and Google Workspace programs.
  - iii. Outdoor ministry and camp programs.
  - iv. Communication, publicity, and public relations.
  - v. Working independently and collaboratively with guests, volunteer leaders, and staff – variety of ages, groups, needs, and personalities.
- E. Familiarity with basic building and grounds maintenance
- F. Able to lift 60 pounds or greater.
- G. Flexibility in work schedule.
- H. Completing Safe Camp Policy paperwork annually.

### **II. Responsibilities - Responsibilities**

- A. Collaborate and cooperate, as needed, with current active camp programming.
  - i. Organize outreach for new programs.
- B. Maintain:
  - i. Daily income records and endorse checks on behalf of Merom Camp & Retreat Center.
  - ii. Archives (records room and vendor files).
  - iii. Database for registrations/send confirmation information (summer camp, camp events, etc.).
- C. Administrate Merom Camp & Retreat Center Safe Camp Policy.
- D. Answer phones and emails as needed.
  - i. Monitor social media inboxes.
- E. Open and sort mail; prepare mailings (bulk and regular).
- F. Send meeting notices to MCRC Board of Directors members.
- G. Weekly trips for Merom Camp & Retreat Center needs:
  - i. Bank deposits
  - ii. Recycling
  - iii. Supplies
  - iv. Health Department samples
- H. Assist in supervising publications, website, and other communications for Merom Camp & Retreat Center in collaboration with the Marketing Committee.
- I. Represent Merom Camp & Retreat Center to the local community.
- J. Assist guests/renters as needed.

- K. Assist in supervising externally sponsored programming (IKC Retreats, Nature's Classroom, etc.).

### III. Responsibilities - Buildings & Grounds Assistant

- A. Assist the Executive Director with projects.
- B. Aid with campus updates, repairs, renovations, and work groups.
- C. Contract outside contractors as needed.
- D. Greet groups on-call contact/lock-up after groups as needed.
- E. Prepare buildings and spaces for guests.

### IV. Compensation

- A. Commensurate with experience. Determined by the Finance & Budget Committee of the MCRC Board of Director.

### V. Time Commitment

- A.

### VI. Status

- A.

### VII. Proposed by

- A. MCRC Board of Directors, 2022