

CAMP CONQUEST

Job Description For HR Administrator

I. Introduction

- A. Qualifications – The position requires a person committed to part-time Christian ministry in a parachurch organization, who agrees with the Statement of Faith of the Charis Fellowship.
<https://charisfellowship.us/cfi>
1. Education: Associate degree in a related field (exceptional job experience may substitute)
 2. Experience: Three years of human resources or other administrative experience. Ideally in a ministry/non-profit environment.
 3. This job is linked to the Missionary Job Description which applies to each volunteer and staff member at Camp Conquest.
- B. Areas of Responsibility – The HR Administrator is an office position that manages the hiring process from application to first day at camp. This role oversees the onboarding of 30 seasonal employees and 150+ volunteers each year for the summer camp season. The position reports directly to the Office Coordinator and works closely with the Program and Staff Coordinators.
- C. Organizational Competencies – The following responsibilities recognize the importance of quality support to the mission of Camp Conquest and its ministry focus:
1. Active consistent relationship with an established local church at which the staff member and family regularly participate in worship.
 2. Communication: Able to communicate clearly and concisely with various volunteers and potential seasonal staff by phone, email, and in person with the result of bringing people into participation in camp ministry.
 3. Connecting: Able to connect with people on a personal level and establish a relationship between the individuals, themselves and the camp.
 4. Integrity: Psalm 15
 5. Responsibility: Works independently, in a safe and appropriate manner in accordance with safety and organizational policies and procedures. Demonstrates both problem-solving and problem-prevention skills equal to the expected level of responsibility for their job.
 6. Sensitivity: Treats others with consideration, courtesy and respect.
 7. Timeliness: Completes tasks within allotted time, taking into consideration ministry and staffing needs.
 8. Cooperation: Displays good organizational skills and utilizes resources appropriately. Maintains consistent communication with other staff members.
 9. Thoroughness and accuracy: Meets all the requirements of the position. Works carefully and precisely, with attention to detail.
 10. Perform duties willingly, shares necessary information with coworkers when appropriate and needed.
 11. Remain composed in stressful situations and take action to restore calm.
 12. Perform duties with initiative and creativity for the benefit of the ministry purpose.

II. Duties and Responsibilities – This role oversees the onboarding of 30 seasonal employees and 150+ volunteers each year for the summer camp season. The workflow and time required varies by season with a total annual budget of 500 hours. January through February will be approximately two days per week. March through June will most likely require 3 days per week with the added need to be onsite in June and July for arrival day each week. Late July and August’s workload slows down significantly. September to December’s work can be accomplished with less than one day per week. (The days mentioned above are half days approximately 4-5 hours each.)

A. Managing Applications and Clearances

1. Application

- a. Ensure all Year-Round, Seasonal, Jr. Staff, and Volunteers complete their applications
- b. Run reports to track who has signed up
- c. Review all applications & clearances
- d. Follow up with individuals if anything is missing

2. Clearances

- a. Verify and maintain required clearances:
 - a. Child Abuse History
 - b. PA State Police Criminal Check
 - c. FBI (as applicable)
 - b. Other background checks & certifications & licenses
 - a. ACA/National Sex Offender Check
 - b. Mandated Reporter Training Certification
 - c. Collect and verify Nurse and CDL licenses
 - c. Communicate any concerns Office Coordinator & Staff Coordinator
3. References - Conduct pastoral and general reference checks
4. Manage automated confirmation and reminder emails

B. Seasonal Employees

1. Process contracts - Ensure commitment dates match scheduled work weeks and file.
2. Ensure payroll packet completion, including Employee Info, W-4, I-9, bank details, tax form, new employee form
3. Process Work Permits & school district notification letters for minors

C. Program Check-in

1. Be present on check-in days.
 - a. Typically, Sunday afternoon or Monday mornings throughout the summer.
 - b. Friday evenings for limited weekend events
2. Gather any missing documents and update files

D. Record management

1. Keep personal files organized and up to date
2. Keep forms, checklists, and other admin documents up to date
3. Record volunteer hours
4. Maintain certification records for specialized activity staff. (i.e. lifeguards, First Aid/CPR, Range Safety Officers.)

E. Other Duties as assigned

1. Assist in the general office duties – answer phone, greet guests, etc.
2. Attend and participate in year-round staff meetings