

## Office Manager – Job Description

**Reporting to:** Executive Director

**Location:** Dallas Valley Ranch Camp. Lumsden, SK

**Employment Type:** Full-Time or part time, Year-Round

**Salary:** Can be a salary or hourly paid position (based on full time or part time hours)

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### Position Summary

The Office Manager plays a key role in supporting the Executive Director and ensuring smooth and effective office operations at camp year-round. As the front-line representative of the camp office, this person must be highly organized, personable, and capable of managing both day-to-day tasks and seasonal projects with professionalism and enthusiasm.

This role requires strong administrative, communication, and leadership skills, the ability to supervise seasonal and volunteer office staff, and a heart for Christian ministry. The Office Manager will oversee camper registration, donor records, internal communication systems, and general office administration. All tasks must be carried out in a manner that reflects the mission of DVRC and the values of One Hope Canada.

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### Key Responsibilities

#### 1. General Office Administration

- Provide administrative support to the Executive Director and other department leads.
- Maintain a clean, organized, and welcoming office environment.
- Answer phones, manage emails, and respond to general inquiries.
- Keep digital and paper filing systems (Google Drive, office filing cabinets) current and accessible.
- Order and manage office supplies and equipment.

## 2. Database & Registration Management

- Maintain camper and staff registration databases (CampBrain), including session tracking, skills, payments, and statistics.
- Assist with creating and managing online forms and ensuring accurate data collection.
- Organize and lead check-in processes for all summer and off-season camps, including paperwork, cabin lists, and payment processing.
- Support the summer volunteer application process and registration setup.

## 3. Financial Administration Support

- Assist the finance team in processing camper fees, tuck payments, donations, and other revenue (Visa, cash, cheques) as needed
- Maintain the donor database and send thank-you notes, receipts, and reports.

## 4. Communications & Promotion

- Prepare brochures, event materials, camp advertisements, and donor communications.
- Coordinate mass mail-outs, tax receipts, newsletters (e.g., *Hoofbeats*), and prayer emails.
- Support fundraising events through invitations, emails, and promotional materials.
- Ensure that all public-facing communications reflect camp values and Christ-centered messaging.

## 5. Supervision & Staff Coordination

\*Train, and supervise seasonal office staff and summer registration volunteers \*Provide clear direction, training, and ongoing support to ensure a high standard of work.

\*Collaborate with other department managers to coordinate shared responsibilities.

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## Seasonal Focus

## Spring/Summer

- Prepare and execute summer camp registration and check-in.

- Communicate with parents and guardians regarding camp details, payments, and sponsorships.
- Follow and maintain a detailed daily office checklist to ensure smooth operations during camp season.

### **Fall/Winter**

- Update Website and campbrain as needed for seasonal activities
  - Help prepare promotional materials and update the registration system for the next camp season.
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### **Leadership, Teamwork & Spiritual Impact**

- Be a spiritual leader and example in the workplace, modeling Christ-like service, grace, and integrity.
  - Help foster a positive and unified work culture by serving others and encouraging collaboration.
  - Represent the camp positively in the community, in person and online, aligning with the camp's mission and values.
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### **Requirements & Qualifications**

- A committed follower of Jesus Christ with a passion for the Gospel.
- Agreement with One Hope Canada's Statement of Affirmation and the DVRC Mission Statement.
- 3+ years of office administration experience.
- Excellent organizational, written, and verbal communication skills.
- Proficient in Microsoft Office, Google Drive, and quick to learn tools like Canva, CampBrain, JotForm, and QuickBooks.
- Typing speed of 65+ WPM with high accuracy.

- Ability to take initiative, solve problems, and remain calm under pressure.
  - Friendly and professional demeanor; strong interpersonal skills.
  - Creative eye for layout/design is an asset (especially for brochures, newsletters, website and promotional content).
  - Must provide a current RCMP Criminal Record Check.
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## **Compensation & Benefits**

- Health Benefits Package (starting immediately)
  - RRSP Contribution Match (3% after 1-year probation)
  - One complimentary week of camp per child (for full-time staff)
  - On-site housing available at minimal rent (as needed)
  - Opportunity for spiritual and professional development
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## **Accountability & Oversight**

- Support board meetings by preparing reports and documentation.
- Submit monthly office report to the Executive Director for board meetings.
- Help ensure policies and budgets are followed.
- Operate in line DVRC's goals and long-term strategic plans.

Please reach out to Todd or Niki Falconer at [director@dallasvalley.com](mailto:director@dallasvalley.com) for more information.