

Personnel Administrative Assistant

Start Date: Immediate

Description: Seeking a highly organized, energetic, personable, servant-hearted individual to manage administrative functions of the Personnel (HR) Office

Reports to: Manager of Personnel

Salary: Hourly

Schedule: 40+ hours per week September-May, may include weekends. 48-53 hours per week expected during summer season.

Primary Responsibilities:

- Welcoming and onboarding of seasonal staff
- Processing payroll for seasonal staff
- Keeping track of summer and other seasonal staff hiring progress
- Assisting Recruiting Manager; may include travel to different colleges, emailing or cold-calling recruited students, “selling” seasonal opportunities to win applicants
- Conduct phone or in-person interviews and reference checks for seasonal staff
- Share input on hiring decisions with Personnel and Recruiting Managers and other relevant department heads
- Quickly responding to internal and external communication
- Caring for and counseling seasonal staff with an array of needs including work-related concerns, housing, interpersonal issues, disciplinary measures and more
- Leading summer Personnel Office assistants in fulfilling office duties
- Willing and able to occasionally work in a variety of operational needs as assigned by Manager of Personnel or Director of Operations including but not limited to foodservice, Housekeeping, and driving Camp vehicles

Experience, skill and knowledge requirements:

- Must demonstrate mature and committed faith in Jesus Christ
- Must be committed to and care deeply about the mission and policies of CAMP-of-the-WOODS
- Must demonstrate calm and personable demeanor for interaction with staff, parents of staff, and Camp guests
- Must lead 300+ seasonal staff by example
- Must be at least 21 years old with a driver’s license
- Must be organized, detail-oriented and able to multitask
- Ability to efficiently and competently use Microsoft Office and quickly learn platforms such as ADP Workforce Now, Jotform and When I Work scheduling software
- Must be adaptable to respond quickly to various situations and to work long and flexible hours
- Must be able to handle sensitive and confidential information with grace; not given to gossip
- Office experience preferred
- Customer service experience preferred