

Organizational Information Sheet

Camp Ghormley seeks a mature, Christ-like individual who is passionate about ministering to youth, and desires to spend a summer serving Christ in beautiful environment.

Benefits provided with employment

- Food provided when groups or campers are in camp
- Housing
- Financial stipend provided (see Page 2)
- Use of camp recreational equipment when available
- Laundry facilities
- Basic First-Aid supplies



Facts about Camp Ghormley

- Founded in 1939 as a ministry of First Presbyterian Church of Yakima, WA
- Ghormley is now a 501c3 organization
- Located 30 miles WEST of Yakima, WA; within 3.5 hrs of Seattle, Portland, Tri-Cities, WA
- Serves nearly 1,000 campers a summer and 4,000-6,000 people a year
- Operates year-round; five year-round staff, plus 40+ staff during summer months

Who do we serve?

Over the course of the year, we serve youth and adults from a wide range of backgrounds. This includes, but is not limited to: summer campers, schools, churches (youth groups, men's retreats, women's retreats, church staff functions, etc.), businesses, family reunions, outdoor education, scrapbooking retreats, and more!

What types of programs and services do we offer?

- **Youth Camps**
 - Traditional co-ed residential camps for students entering grades 2-13
 - Waterski Camp (held on the shores of nearby Rimrock Lake)
 - Outdoor adventure camps (called Adventure Camp)
 - HS Leadership programs (Shift and Overdrive – a three week leadership experience)
 - Fall/Winter weekend camps for Jr. High and HS students
- **Retreats**
 - Youth/Adult Groups
 - Businesses
 - Personal Retreats for those in ministry
- **Outdoor Education**
- **Family Programming**
 - Mother Daughter Retreat (every spring)
 - Thanksgiving Day Meal (every other year)
 - Christmas Family Weekend (called Mt. Meadow Christmas)



Camp Ghormley
640 Lost Lake Road, Naches, WA 98937
(509) 672-4311 · www.campghormley.com

Job Title:	Office Assistant	Travel Required:	Transportation provided during employment; car not required once you arrive on site
Department/Group:	College Summer Staff	Position Type:	Summer Employment Only
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	January 1, 2022
Salary:	Starting at \$350/week	Posting Expires:	When position is filled
HR Contact:	joel@campghormley.com	Employment Dates:	June 14 – August 7, 2022

Applications Accepted By:

ONLINE:

[HTTPS://WWW.CAMPGHORMLEY.COM/GET-INVOLVED/SUMMER-STAFF/](https://www.campghormley.com/get-involved/summer-staff/)

Applications open in early January and will remain open for this position until the position, or positions, are filled.

Once application is submitted, you will be contacted with further instructions to move forward in the application process.

Job Description

POSITION DESCRIPTION

Ghormley has a small team working in the office to help camp run smoothly from the parent’s perspective. This includes answering questions, processing registrations, processing payments, administering scholarships, and overseeing registration on the first day of each camp. The Office Assistant will work one-on-one with Ghormley’s Summer Camp Registrar to keep this administrative aspect of camp running smoothly and efficiently during the summer.

One thing to note: While this is an office job, it does not have normal 9-5 office hours. Like other summer staff team members, the Office Assistant will be required to work long hours. With new camp sessions starting every week, the office has firm deadlines for when work needs to be completed, and this sometimes makes for late nights in the office!

While this is very much a behind-the-scenes job, and while the office staff doesn’t necessarily get to see the impact camp has on individual campers, those campers would not be able to come to camp without a dedicated office staff. By answering the phone, the Office Assistant helps to create camp’s first impression for many parents. Those parents decide if their child will come to camp. And that child has the opportunity to have fun, make new friends, and most importantly, learn about Christ. So if you want to impact the lives of campers while staying out of the limelight, this job is for you!

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

Responsibilities include but are not limited to:

- Answering the office phone (answering people’s questions or directing calls to the appropriate staff members)
- Answering basic emails
- Sorting camper mail every day
- Contacting parents of campers with missing information
- Filing paperwork
- Entering registration information into an online database



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- Assisting with registration and check-out for each camp session
- Representing Christ to parents through your attitude and actions
- Going above and beyond to help parents with questions and assure them of camp's friendliness and professionalism (sending a child to camp can be scary enough without worrying about having the wrong amount charged to your card)

PREFERRED QUALIFICATIONS

Previous experience working in a receptionist role

KNOWLEDGE, SKILLS, AND ABILITIES

Strong attention to detail

Strong organizational skills

Strong written and oral communication skills

Proficient with MS Office and Excel

ADDITIONAL NOTES

When hired to work as a Ghormley summer staff team member, you can expect to do at least a little of the following things on a fairly regular basis:

End of the Week Clean Up: Once the kids go home, camp must be turned over to be ready for the next guest or camp. This requires EVERYONE's help. The more help we have, the faster it goes!

SUMMER STAFF SPIRITUAL EXPECTATIONS: In order to foster a Christ-centered community and healthy spiritual environment we ask that all staff adhere to these basic spiritual expectations. We are not asking for perfection but rather a heart and soul that is longing to be made into the image of our creator (col. 3):

1. Love (1 John 3:18)
2. Above Reproach (Eph. 4:22-24)
3. Growth (2 Peter 3:18)
4. Service / Humility (Mark 10:45)
5. Encouragement (1 Thes.5:10-11)