Summer Staff - Office Crew

Supporting Exceptional Camp Experiences Through Organization, Communication, Hospitality, and Servant-Hearted Service

Beartooth Christian Camp's Mission

Beartooth Christian Camp (BCC) exists to provide a mountaintop experience that leads to life-changing relationships and a lasting eternal impact. Everything we do is filtered through our Core Values:

- Christ-Centered
- Safety
- Experience
- Relationships
- Stewardship

Organizational Relationships: Reports to the Finance & Administrative Manager or designated supervisor. Works collaboratively with camp leadership, facilities staff, grounds staff, cleaning staff, programming staff, kitchen staff, and other summer staff members.

Location: Fishtail, MT

Compensation: Summer Staff are paid bi-weekly at a weekly stipend rate to be determined by position before hire Shared On-Site Housing is provided | Meals provided when groups are on site

Position Type: Seasonal | Typically late May through mid-August

Position Summary

Each Office Crew Member plays an important role in supporting the daily administrative, communication, hospitality, and organizational needs of Beartooth Christian Camp. Working alongside the Finance & Administrative Manager and other camp staff, this position helps ensure that campers, guests, families, volunteers, and staff receive accurate information, timely assistance, and a welcoming experience. Office Crew Members assist with answering phones, responding to messages, welcoming guests, organizing records and supplies, supporting registration and check-in processes, preparing documents and materials, and communicating information to appropriate staff members. They may also assist with scheduling, data entry, camp mail, guest group needs, and general office upkeep. Through their professionalism, attention to detail, flexibility, confidentiality, and servant-hearted attitude, Office Crew Members contribute directly to the smooth operation of camp and the fulfillment of BCC's ministry mission.

Expected Schedule

Office Crew Members typically serve within a daily operational schedule extending from approximately 8:00 AM to 5:00 PM, with assigned shifts, scheduled breaks, and designated time off. Actual working hours and assignments vary according to camp programming, office hours, guest group schedules, registration needs, special events, and operational demands.

Qualifications

- A growing and authentic relationship with Jesus Christ.
- Possess a positive attitude, strong work ethic, and willingness to serve others.
- Ability to work cooperatively as part of a team and follow instructions from supervisors.
- Demonstrate reliability, punctuality, and personal responsibility.
- Ability to manage multiple tasks and work effectively in a changing environment.
- Strong communication, interpersonal, organizational, and time-management skills.
- Ability to interact professionally, warmly, and respectfully with campers, guests, parents, volunteers, and staff members.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Basic computer skills and willingness to learn camp office systems, software, and procedures.
- Ability to accurately complete paperwork, data entry, filing, and other administrative tasks.
- Willingness to follow all camp policies, procedures, and safety guidelines.
- Successfully complete required background screening.
- Ability to remain calm, flexible, and helpful when responding to questions, changes, or unexpected situations.

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Job Description & Key Responsibilities:

Office Administration & Organization

- Assist with daily office operations, including filing, data entry, copying, scanning, organizing, and preparing documents.
- Help maintain accurate and organized records, schedules, forms, rosters, and other camp information.
- Assist with preparing registration materials, name tags, welcome packets, signs, schedules, and other resources.
- Monitor and organize office supplies, forms, printed materials, and other administrative resources.
- Help maintain a clean, organized, welcoming, and functional office environment.
- Assist with sorting and distributing mail, deliveries, messages, and other correspondence.
- Support the Office Coordinator with administrative projects and tasks as assigned.

Communication, Hospitality, & Camp Support

- Welcome campers, guests, parents, volunteers, vendors, and other visitors in a friendly, professional, and Christ-centered manner.
- Answer phones, respond to messages, and direct questions or requests to the appropriate staff member.
- Provide accurate information about camp schedules, activities, facilities, policies, directions, and guest group needs within the scope of training.
- Communicate important information clearly and promptly to supervisors and other camp departments.
- Assist with guest group check-in, check-out, registration, orientation, and general office needs.
- Help respond to questions, concerns, and requests with patience, discretion, and a servant's heart.
- Maintain a welcoming and helpful presence in the camp office and other designated reception areas.
- Demonstrate flexibility and a willingness to serve wherever needed within office operations.
- Assist with additional camp responsibilities as needed and assigned, provided they do not interfere with essential office responsibilities.

Confidentiality, Safety & Stewardship

- Protect the privacy and confidentiality of camper, guest, family, volunteer, and staff information.
- Follow established procedures for handling forms, records, payments, keys, personal information, and other sensitive materials.
- Report safety concerns, emergencies, lost items, facility issues, or other significant concerns promptly to the appropriate supervisor.
- Follow all camp policies, procedures, communication protocols, and emergency response guidelines.
- Use office equipment, technology, supplies, and resources responsibly and appropriately.
- Help maintain accurate information and avoid sharing unverified or unauthorized details.
- Demonstrate good stewardship of camp property, time, supplies, and information.

Spiritual & Team Responsibilities

- Demonstrate Christlike character, humility, integrity, patience, and a servant's heart in daily responsibilities and interactions.
- Recognize office administration, communication, hospitality, and behind-the-scenes service as meaningful opportunities to demonstrate Christ's love to campers, guests, and fellow staff members.
- Contribute to a positive, encouraging, and Christ-centered working environment.
- Participate in scheduled staff devotionals, worship, and spiritual development opportunities as work schedules permit.
- Build meaningful relationships with fellow staff members and demonstrate teamwork, encouragement, and mutual respect.
- Support the mission, core values, and ministry philosophy of Beartooth Christian Camp.

Every summer staff member plays an important role in fulfilling this mission, whether serving meals, maintaining facilities, leading activities, or building relationships with campers and guests.

Disclaimer:
This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined, and other duties, as assigned, might be part of the job.