



Camp Elim

Job Description

Camp Elim
4859 The Lakes Way
P.O. Box 4117
Forster NSW 2428
02 6554 0277
campelim@campelim.org.au

Full Time Office Staff

We are currently looking to employ someone to work in the Camp Elim office.

Camp Elim is a Christian Camping and Conference Centre located near Forster, NSW. We host school groups, youth groups, church groups, and interest groups, as well as holiday makers.

The successful applicant will:

- Operate the front desk including taking calls and bookings
- General Administration tasks
- Be actively involved in staff devotions and able to encourage others in their Christian faith
- Actively help Camp Elim promote the Gospel
- Payroll and accounts (if experienced)

Essential attributes:

- Have a desire to learn
- Work well in a team environment
- Be welcoming, friendly and warm
- Have fluent English and excellent communications skills
- Demonstrate initiative and self-motivation
- Working with Children Check

Desirable attributes:

- Experience with MS Office 635, Xero, and/or NewBook
- Experience working in an office environment
- Able to work in other areas of the campsite (activities, kitchen, cleaning or maintenance)
- Accounts
- Payroll
- Social Media / SEO / Marketing

Office shifts are generally rostered between the hours of 9am and 5pm, 7-days a week. Hours may vary over Christmas holiday period.

Wages are based on the Hospitality Industry (General) Award.

Camp Elim is a Christian Camping Centre that is owned by the local Baptist churches requiring staff to be supportive of the Baptist Churches of NSW & ACT's beliefs.

Come join the team at Camp Elim and help us make a difference in people's lives through camping!

Please use the Application Form template from <http://campelim.org.au/employment>.

CV and applications addressing essential and desirable attributes need to be emailed to campelim@campelim.org.au

Start: ASAP or negotiable