



# Program Administrative Assistant

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**TITLE:** Program Administrative Assistant

**SUMMARY:** Under the supervision of the Director of Programs, the Program Administrative Assistant is a seasonal role supporting the administrative operations of Zephyr Point's Program Department. The Program Department oversees Zephyr Point's internal youth camps, adult conferences and retreats, and activities offerings. This role serves as a key point of contact for program inquiries, manages registration and space use systems, supports program execution during peak seasons, and coordinates essential participant communications. The position requires strong administrative skills, attention to detail, and the ability to adapt in a dynamic, fast-paced environment.

**STATUS:** Seasonal, Full-time, Non-exempt

**DATES:** May 15 – October 31

**REPORTS TO:** Director of Programs

**DIRECT REPORTS:** None

## DUTIES AND RESPONSIBILITIES:

- A. Serve as the primary contact for phone calls and emails directed to the Program Department; professionally and promptly respond to participant inquiries for camps, conferences, and activities.
- B. Collaborate with the Adult and Youth Program Managers to create and distribute participant-facing communications, including welcome letters, arrival details, and reminders.
- C. Manage Circuitree, FareHarbor (registration software), and Venue360 (space-use management system) for all program-related bookings and scheduling, including registration setup, payments, roster updates, and waitlist management for youth camps and adult programs.
- D. Maintain and prepare participant documentation such as rosters, medical forms, and arrival materials.
- E. Design and distribute program flyers and promotional materials in coordination with the Program Team and Marketing staff.
- F. Prepare logistical materials needed for programs, including name tags, conference packets, signage, and printed schedules.
- G. Assist in executing on-site program and activities operations as needed—room setup, supply prep, hospitality, and logistical support for faculty and participants.
- H. Maintain cleanliness and organization of the Program Office and storage spaces.
- I. In the fall season, support the delivery of Adult Programs and take on administrative responsibilities in preparation for the 2026 summer registration season.
- J. Attend all relevant staff meetings, including weekly Program Team huddles (daily in summer)
- K. Other duties may be assigned.\*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Strong administrative and organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- B. Familiarity or experience with Circuitree, Venue360, or other CRM/event registration systems is highly desirable.
- C. Excellent written and verbal communication skills; professional phone and email etiquette.
- D. Proficiency in Microsoft Office; basic graphic design experience (e.g., Canva or similar) is a plus.
- E. Ability to work independently, demonstrate initiative, and maintain attention to detail.
- F. Strong interpersonal skills with a friendly, service-oriented attitude.
- G. Willingness to work a flexible schedule including evenings and weekends as programs require.
- H. Team-oriented, reliable, and adaptable to shifting priorities.

**QUALIFICATIONS:**

- High School diploma or GED.
- Ability to pass a criminal background check.
- CPR/First Aid certification (must be completed by beginning of summer; training provided).
- Valid driver's license and reliable transportation.
- Preferred:
  - Experience working in a camp or conference center environment.
  - Experience in customer service, office administration, or program/event coordination.
  - Familiarity with youth and/or adult program logistics.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit for long periods, stand, walk, use hands to finger, handle or feel, grasp and hold and cut; see, talk, hear, and may frequently stand for long periods of time. The employee frequently is required to reach with hands and arms. The employee is occasionally required to twist, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently walk upstairs and inclines and lift and/or move up to 15 pounds, and infrequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to walk on unstable grounds and infrequently up to a mile within and around the camp/conference center. Occasional driving a vehicle is required.

**MENTAL DEMANDS**

The essential functions of the position requires the ability to read and write complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate activities, supervise and instruct others; follow instructions, influence others, meet time requirements, memorization, problem solving through use of independent judgment and decision making skills.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud, work will entail the use of computer equipment. The employee works alone, with others, around others, with verbal and face-to-face contact. Ability to work a flexible schedule including weekends, evenings and holidays.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, to moving mechanical parts, toxic or caustic chemicals, outside seasonal weather conditions, and risk of electrical shock.

**\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.**

## **Zephyr Point**

**Mission:** Inviting all to experience God through education, exploration, & inspiration.

**Vision:** A center of excellence cultivating spiritual growth, recreation, and learning  
in an inclusive environment of natural beauty, hospitality, and peace.

**Values:** Serving with love; Creating community; Caring for and learning from Creation; Engaging  
the mind, refreshing the body, nurturing the soul; Welcoming all people

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_