

# YOUNG LIFE BEYOND MALIBU JOB ANNOUNCEMENT

## Office Assistant/Laundry

Young Life's Beyond Malibu is an adventure camping ministry which provides challenging wilderness adventures enabling and encouraging each participant's growth in relationships with God, others and self. Sending 5-8 hiking trips into the mountains and 1-2 sea kayaking trips into the water each week requires much preparation. The base camp support team makes the Beyond ministry possible.

The Office Assistant/Laundry person is responsible for managing the office, taking care of trip bookkeeping and managing the staff laundry process.

### RESPONSIBILITIES:

(A more detailed job description is available upon request).

#### Pre-summer:

- Base Camp Staff need to attend the all staff training weekend on May 2<sup>nd</sup> – May 4<sup>th</sup>, 2014 for a time of introduction to the Beyond Malibu ministry, meeting the staff, as well as training in interpersonal and team building skills.
- Obtain annual checkup with physician's approval on Young Life Health, Consent and Release Form.

#### Summer:

**Dates for 2014: June 12<sup>th</sup> – August 28<sup>th</sup>**

**Room and board are provided.**

- Responsible for all bookkeeping related to trips.
- Display, sell, handle, keep accurate financial and inventory records regarding all T-shirt and other store sales.
- Compile necessary statistics for required forms, complete forms and send copies to Egmont or file as necessary.
- Handle and keep accurate records of all staff expenses.
- Manage the office as needed.
- Maintain a postal system.
- Responsible for laundry: collect, transport, clean, dry and distribute.
- Is responsible to and will meet weekly with the Female Base Camp Coordinator.
- Assist where needed as time allows.
- Participate in community life as a vital member.
- Review job description at the end of the season and update, revise and comment on as necessary.
- Base camp staff members are encouraged to experience a week in the mountains as a Beyond trip participant (no charge!).

## QUALIFICATIONS:

A person who wishes to serve God in this capacity should consider carefully the following qualities/qualifications.

- Minimum age of 18 years.
- Completion of application, self-evaluation and references from two qualified sources.
- Have the issue settled in own heart about desiring Christ to be Lord of their life.
- Willing to be committed to other people.
- Willing to work with a team.
- Teachable: willing and able to learn new skills.
- Be an initiator, a self-starter.
- Flexible: maintaining a "servant hood" attitude on a 24-hour basis.
- Willing to work hard and follow through on assigned responsibilities.
- Able to do numerical computations accurately and easily.
- Have basic computing skills and a working knowledge of Microsoft Word and Excel.
- Able to enforce and uphold policy set by others.
- Have good organizational skills.
- Financial need should not be an obstacle. Room and board are provided during the summer but Beyond Malibu is a volunteer ministry and staff should expect to incur transportation and other expenses. There is an opportunity for staff to raise personal support through individual efforts.
- Willing to relinquish normal physical comforts and conveniences. The Beyond base camp is in a beautiful wilderness setting in Princess Louisa Inlet (100 miles north of Vancouver, BC) and is quite primitive.
- Have or able to obtain summer health insurance (Beyond offers co-insurance accident coverage).