



**Lutheran Camp Chrysalis**  
391 Upper Turtle Creek Road  
Kerrville, Texas 78028  
Phone (830) 257-6340



**Ebert Ranch Camp**  
30700 RR 385  
Harper, Texas 78631  
Phone (830) 864-4669



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## CROSS TRAILS MINISTRY

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Summer Camps & Retreats

### Position Description

July 2021

#### **Position: Office & Data Management Assistant**

#### **Qualifications:**

1. A Christian in support of the mission of Cross Trails Ministry;
2. Strong organizational skills and ability to multi-task;
3. Professional written, electronic, phone and in-person communication skills;
4. Ability to maintain a high level of confidentiality;
5. Proficiency in Microsoft Word and Excel;
6. Willingness to learn camp specific programs for registration and donor management;
7. Good mental and emotional condition, and the ability to work at a computer for up to 8 hours;
8. Office experience preferred.

#### **Responsibilities:**

1. Develop a basic knowledge of summer camp programs offered by Cross Trails and be able to respond to inquiries.
2. Develop a basic knowledge of the facilities, programs and resources available for retreats at Camp Chrysalis and Ebert Ranch, and be able to respond to inquiries.
3. Follow up on summer camp and retreat inquiries via phone or email.
4. Aid in processing paperwork and data entry related to summer campers.
5. Aid in processing paperwork and data entry related to retreat guests.
6. Aid in processing paperwork and data entry related to seasonal staff employment.
7. Aid in keeping donor and volunteer databases up to date.
8. Generate reports, receipts and appropriate thank you letters.
9. Generate and keep updated electronic and postal mailing lists and assist in all bulk mailings.
10. Assist other staff as it relates to marketing, promotion, editing of written materials.

#### **Hours and Compensation:**

Part-time - 16 hours per week between 9 am and 5 pm, year round  
\$10-\$12 per hour depending on experience

To apply click the link for part-time employment at [crosstrails.org/employment](http://crosstrails.org/employment)  
Contact Darcey Wagner, Office Manager/Registrar at [info@crosstrails.org](mailto:info@crosstrails.org) with questions