

HR Admin Job Description

Updated Nov 18th, 2025

MARANATHA'S PURPOSE: Mission - To glorify God by introducing people to Jesus as Savior, training them in Christian living, and sending them out to represent Christ to the world. Vision- Changed Lives. Motto- Get away, quiet down, hear God speak, make life-changing decisions.

JOB PURPOSE: To serve the campers in a positive environment we create at Maranatha Camp & Retreat Center and support fellow staff in this purpose. As a result, many will hear God speak and make decisions about salvation, discipleship and Christian service.

JOB SUMMARY: Support and enhance existing camp operations in both HR administrative and compliance work for internal staff as well as volunteer relations.

ORGANIZATIONAL RELATIONSHIP: Reports to the Director of HR and Ministry. HR liaison for all fulltime staff.

RESPONSIBILITIES:

- **HR Assistance-** Assist with HR onboarding and offboarding procedures, and compliance, including paperwork
- **Scheduling-** Create staff work schedules for retreat season events, and for dishes and dining hall in the summer season
- **PTO Tracking-** Process, record, and track PTO requests after manager approval
- **Records-** Assist with keeping records, scanning, renaming, organizing files
- **Policy-** Assist with documentation and preparing updated versions, responding to inquiries
- **Compliance & Training Tracking-** Ensuring required trainings are tracked and completed
- **Distribute Information-** Help ensure our information is consistent by reviewing and resolving conflicts/omissions in locations we post information
- **Data Processing-** Sorting, reformatting data sets on a request-by-request basis
- **Investigations-** Completing complaint or harassment investigations, when it is appropriate to handle them internally

Additional Roles

- **Volunteers-** Completing the Responsibilities of the Volunteer Coordinator role, which are HR-related (onboarding, screening, policy, etc)
- **Other duties as assigned-** may be inquired after as a resource to help cover event-based needs, if available

WORK SCHEDULE COMMITMENT:

Year-Round – 8 - 20 hours per week

Description – Expect to work a 4 hour work shift for 5 days of the week in general, with room for flexibility. If there is ever a lull in the assigned work, especially in slower months (Nov-Jan), there will be the option to work either less hours, or to inquire if there are other areas in need of assistance.

QUALIFICATIONS

- Willing to Wholeheartedly Operate with our Staff Values
 - Develop Disciples and Servant-Leaders
 - Be Ready to Share the Message
 - Extravagantly Serve
 - Be Adaptable and Eager

- Good work ethic and professionalism in appearance, speech, and job skills
- Willing and cheerful support of and teamwork with fellow Maranatha Staff
- Customer service skills and hospitality-mindedness
- Able to use management & prioritization skills once familiar with position
- Completes tasks in a time-efficient manner, communicating through the process
- Be a proactive self-starter (know what needs to be done and complete it without being asked)
- Ask questions when you don't know the answer
- High-level of confidentiality-mindedness and security for handling employee information
- High-level of organization skills in records and tasks

THE STAFF MANUAL outlines further details regarding relationships and working arrangements.

For the purpose of this agreement, the following benefits are restated: an hourly wage of \$16/hour, with a cap of 20 hours per week for this part time commitment. (Our full time staff are compensated on a salary basis, and if there ever is a transition to fulltime, please note that you would be transferred to a salary basis to match our existing compensation structure.)

COMMITMENT: I have read, understood and agreed to the above job description. I have read the staff manual, including the objectives, ministry and doctrinal statements and agree with them. I agree to live by the policies and standards outlined in the staff manual.

Employee Signature (print) _____ Date _____

Employee Signature (sign) _____ Date _____

Executive Director Signature (sign) _____ Date _____

CONTACT AND APPLICATION INFORMATION

Ready to apply? Visit the webpage below to find our application, if available

Summer Ministry Team Positions - maranathacamp.org/smt

Year-Round Ministry Positions - maranathacamp.org/year-round-careers

Questions? Reach out to the supervisor or hiring team for this position:

Anthony Ramirez - 308-330-0067 - anthony@maranathacamp.org

General Contact Information

Maranatha Bible Camp, Inc

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