

Alliance Redwoods Conference Grounds

"Service as tall as our trees"

6250 Bohemian Highway
Occidental, CA 95465

phone: (707) 874-3507 • fax: (707) 874-2509

Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.

Title: Front Desk Assistant/Camp First Aid Provider

Employment Status: Full-time, Part-time or Seasonal Hourly

Team: Guest Services

Immediate Supervisor: Health Center Supervisor/Guest Service Manager

Purpose Statement: To serve guest and staff by implementation of the ARCG Health Care Plan and to facilitate operations related to ARCG Emergency Response. To cover front desk, coffee central and gift store needs including greeting and assisting guests, answering phones and directing calls, taking messages, and assisting in special projects as well as supporting services provided by the Guest Services team as needed.

Description of Duties and Essential Functions

- Opening and Closing the office
- Answering and directing all on site questions from guests and staff and/or directing all incoming questions by phone, fax, general ARCG email and radio calls.
- Assisting with all activities related to retail sales including inventory, pricing, ordering and stocking, cash register, preparing deposit tills
- Maintaining Coffee Central area – ordering coffee, brewing coffee, cleaning serving area
- Provide support for ARCG Programs in regard to the implementation of:
 1. Camper Safety and Emergency Response
 2. Health and cleanliness standards, Daily tracks health care inventory and maintains necessary supplies
 3. Execution of requests made by the First Aid Supervisor/Program Director
- Updates, and/or monitors health care plan and maintains appropriate records
- Daily journals brief description of Health Center patients
- Assists other ARCG staff involved in providing First Aid
- Distribution of camper OTC and prescribed medicines

Major Competency Areas

- Excellent critical thinking, organizational, and team support skills
- Ability to provide patient care with excellence and compassion
- Excellent verbal and written communication skills
- Use of Microsoft Office tools, Copiers, printers, fax machines, cash registers, ect. to do office projects
- Detail Oriented and able to perform under pressure

Qualifications/Education / Experience

- Minimum certification of CPR/First Aid/AED. Higher certifications are ENCOURAGED such as certifications in: Emergency Response, Wilderness First Aid, E.M.T. Paramedic, L.V.N. or R.N.
- Current CPR and First Aid Certifications required before hiring.
- Notable experience with children and adults.
- Must pass background check to be eligible for employment
- Must be in harmony with ARCG statement of faith and code of conduct. (see this link for more information: <http://www.cmalliance.org/about/beliefs/doctrine>)
- Valid driver's license
- Education: High school graduate or equivalent.

Physical Demands

- Abilities sufficient to carry out the essential functions of the job
- Must be able to lift a minimum of 50 lbs

| Rev | Revision Description | Date | Approved By |
|-----|----------------------|-----------------|-------------|
| A | Job Established | January 1, 2014 | AA |
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