

**Documents Related to the Recruitment of  
THE CAMPING MINISTRY ADMINISTRATIVE ASSISTANT  
Scripture Union Peninsular Malaysia  
1 January 2008**

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**Job Title: Administrative Assistant, Camping Ministry**  
**Reports to: The Camping Ministry Team Leader**

### **1. Job Description & Summary**

Working with the Camping Ministry Team Leader and with guidance from him/her, the Camping Ministry Administrative Assistant is to work with the rest of the Camping Ministry Team (comprising of up to 4-6 Ministry Staff, Associate Staff and Project Staff) so as to provide administrative, logistical, secretarial and clerical support for the effective implementation of the related ministry work as per the Departmental Thrust and the Vision and Mission of the Organization as outlined in this document.

Essential duties and responsibilities would include:

- a. Work related to the Upkeep of Data and Mailing list...
- b. Work related to the Stock Management of various related Resources and Materials...
- c. Work related to the Maintenance of various related Equipment...
- d. Work related to the Preparation for Special Meetings, Trainings Events and Camps...
- e. Work related to the Operations & Management of the SUFES Campsite...
- f. Work related to Meeting & Reporting within the Ministry Department...

### **2. Requirement & Qualifications**

The applicant should have some working experiences related to administrative, logistical, secretarial and/or clerical duties; with basic knowledge in Word Processing & related computer skills.

The suitable candidate should be a person who is:

- a. in agreement with the vision, mission, ethos and values of the Organization...
- b. willing to learn from one another and to work together as a team...
- c. willing to work in an inter-denominational context...

### **3. Stipend & Remuneration**

This position may be a full-time or a part-time job, with some flexibility in terms of working days and working hours. Subjected to the agreed final working arrangements, the successful candidate would receive a monthly pay package and other benefits which among others would include:

- a. A basic salary with EPF & Socso
- b. Related allowances
- c. Medical Benefits
- d. Annual Leaves, Public Holidays and Days Off

## **DEPARTMENTAL THRUST**

### **For the Scripture Union Camping Ministry**

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As one of the Ministry Departments of Scripture Union Peninsular Malaysia, the SU Camping Ministry seeks to reach and impact children, youth and their families through Christian Camping activities. We pursue this core ministry by:

1. Conducting/Facilitating various Camps for Outreach and Discipleship.
2. Researching and Developing Christian Camping.
3. Touching Lives through the SUFES Campsite.

#### **Our current Strategies and Products include:**

1. Specialized Camps for Outreach (such as the Sports Camp...)
2. Strategic Discipleship Camps and Training Events (such as the SOE...)
3. Camp Volunteer Networking and Training
4. Regional Camps
5. Various Resource Materials related to Christian Camping
6. Camp Program consultancy in Church Partnership Projects
7. The SUFES Campsite