

IT ASSOCIATE

WWW.CAMPOTX.COM | (830) 850-0033



CAMP
OTX

Camp OTX is looking for a full-time IT Associate. The IT Associate will spend most of the year in Houston, TX, while serving on site at Camp OTX for the summer months.

Camp OTX is a non-denominational Christian summer camp located in Bandera, Texas. While our time to shine is often seen as the summer months, we seek to engage our camper, parent, and staff populations meaningful, relevant ways throughout the year.

Ideal Candidate Profile

- Passionate about serving in an organization which seeks to bring positive changes to the lives of youth
- A proactive self-starter and creator who can contribute fresh ideas to help accomplish the organization's overall mission strategies
- Diligent and detailed in their work; holds themselves to a high standard of excellence
- Has demonstrable leadership experience and enjoys leading a team which seeks to fulfill a larger mission
- Is motivated to constantly elevate their skill set and expand their capabilities
- Is able and willing to spend the summer months (May to mid-August) living at the camp facility, located in Bandera, Texas
- Is able and willing to work beyond a traditional 40-hour week during the summer months.

Year-Round Responsibilities

Due to the nature of Camp OTX's operational schedule, approximately 3.5 months (May to mid-August) are spent living/working at the camp property in Bandera (housing provided). Therefore, the list of responsibilities is broken into Summer Responsibilities and Non-Summer Responsibilities. Many responsibilities extend from one part of the year to the other.

- Troubleshoot and resolve any technical issues affecting employees working on-site or remote
- Acquire, configure, and maintain all devices for full-time employees
- Maintain Microsoft 365 Admin Center and active directory
- Assist with website, data server, and end user backups

Summer Responsibilities

- Acquire, configure, and maintain all on-site devices including computers, printers, point of sale, and telephone systems
- Keep asset inventory system up-to-date
- Prepare and configure iPads and other mobile devices for weekly travel; ensuring they are ready to use for use for off-site activities
- Oversee camp Wi-Fi access; ensuring seamless and secure connectivity
- Be on-call throughout the summer to assist with any internet or technology-related issues

PLEASE EMAIL JOSH@CAMPOZARK.COM IF YOU ARE INTERESTED IN THIS ROLE!
WE ARE LOOKING FORWARD TO HEARING FROM YOU!