

OFFICE ASSISTANT

JOB DESCRIPTION

Responsible to: Office Manager

General Responsibilities:

- Assist with implementing all aspects of the office, and completing all tasks as assigned by the Office Manager.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

Specific Responsibilities:

Pre-camp:

- Read the materials and complete all required projects received from the Camp.
- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

Camp Training

- Take part in Leadership Training Camp, when possible, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Become fully acquainted with facilities, grounds and emergency procedures.

During Camp

- Assist as a receptionist and secretary, answering phones, typing, copying and filing.
- Assist with parental contact before and after camp, showing an honest interest in them and their child.
- Assist with registrations, making good contacts with parents and campers, collecting fees, and providing information as needed.
- Assist with camp journals for each week as needed.
- Clean office countertops, floors and bathroom daily.
- Contribute to a positive working atmosphere in the office.
- Complete other related duties as assigned by the Office Manager
- Be punctual.
- Be flexible to assist with other parts of the camp program as schedule allows.

After Each Camp

- Ensure that all forms are completed and filed at the end of each camp.
- Help prepare the appropriate information and supplies for cabin leaders for the next camp.