

ADMINISTRATIVE OFFICE ASSISTANT

DESIRED QUALIFICATIONS

- Hospitality Management education and/or experience preferred
- Applicant must be at least 21 years of age by start of summer employ
- Applicant must possess a valid driving license
- Applicant must have good communication skills, particularly over the phone
- Applicant must have the desire and ability to work in camp setting
- Applicant needs to possess positive character traits including but not limited to
 - integrity
 - initiative
 - positive attitude
 - high energy
 - emotional maturity
 - a cheerful personality
 - adaptability
 - enthusiasm
 - a strong work ethic
 - ability to work well under stress and chaos
 - ability to multi-task
 - initiative
 - smile with the best of them
- Applicant needs to
 - not like sitting still for too long
 - welcome the challenge of doing umpteen things at once
 - be conscientious
 - be responsible
 - be fun and energetic
 - be friendly, reliable and flexible
 - possess a willingness to do anything requested - even if not in your job description.
- Ability to see a need and take care of a problem without supervision is very helpful
- Requires strong leadership and organizational skills.

RESPONSIBLE TO

Camp Directors

CAMP GOALS

General Responsibility

To assist with camp's behind-the-scenes operations

Specific Responsibilities

- Set-up office at the beginning of season
- Process staff salary advances with approval of Office Manager/Camp Director
- Maintain petty cash system
- Assist with sales and inventory of camp store
- Make bank deposits and handle receipts
- Create and maintain "town list" for the purchasing of supplies as needed from local merchants
- Run errands or drive campers into town
- Create and maintain files
- Type camp correspondence as requested
- Sort mail and packages; distribute to campers and staff
- Check incoming supplies against orders and invoices

General Responsibility

To assist campers and staff

Specific Responsibilities

- Answer questions and more questions!
- Be friendly!
- Sort and distribute mail and packages
- Direct lost campers to their assigned activity/cabin
- Sell camp store items and record purchases
- Assist in camp programming/scheduling
- Assist in helping out in Camp Health Center
- Assist in food purchasing, menu planning, food inventorying
- Depending on ability, confidence and personality – may be responsible for support staff supervision and evaluation

General Responsibility

Act as a receptionist for phone calls and camp visitors

Specific Responsibilities

- Promptly and politely handle phone calls– be friendly!
- Record and deliver phone messages
- Keep record of parent visits
- Greet visitors and lead tours of camp visits

General Responsibility

Complete miscellaneous office tasks as assigned

Specific Responsibilities

- Make photocopies
- Label, stamp, stuff, and seal envelopes for mass mailings
- Operate fax machine and other miscellaneous office equipment
- Answer e-mail, compose letters/documents on word-processor
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

ESSENTIAL FUNCTIONS

- Ability to communicate and work with many groups(different ages and skill levels), and provide necessary instruction to campers/staff
- Ability to operate a motor vehicle safely
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities
- Ability to direct others in an emergency situation
- Ambulatory ability to get around camp's uneven terrain and physical strength to lift heavy objects
- Emotional resiliency
- Effective adaption to changes in schedule and work assignment
- The ability to effectively interact with others, especially children, in camp's youth-centered environment
- The ability to communicate problems or issues to the appropriate supervisor with respect.
- Program counselors and specialists are responsible for maintaining high standards of health and safety in their designated activities. They assure that campers are physically and emotionally ready for the activity, that the activity is supervised by qualified personnel, that activity areas and equipment are in safe condition before use and are safeguarded from casual use.