

OFFICE ASSISTANT & STORE ASSISTANT

DESIRED QUALIFICATIONS

- Possess knowledge and skills office etiquette.
- Be familiar with office equipment, including computers, telephone, two-way radios, and PA system.
- Honest, trustworthy and dependable.
- Ability to work well with others and be willing to follow instructions.
- Have mathematical ability.
- Be creative in setting up store displays.
- CPR and First Aid certification preferred.

RESPONSIBLE TO OFFICE MANAGER, CAMP STORE MANAGER AND CAMP DIRECTOR

CAMP GOALS

- To provide office and communication services for campers, parents and staff to ensure a smooth-running program, and to provide camp store services for selling store items by campers, staff and guests.

GENERAL RESPONSIBILITY

- To support the camp administration by maintaining an efficient and pleasant office environment, taking care of camper and staff needs, and meeting guests.
- To operate the camp store receiving customers in a friendly and courteous manner.

SPECIFIC RESPONSIBILITY

1. Maintain office hours from 8 AM – 1 PM and 2 – 6 PM.
2. Answer phones, taking accurate and complete messages if the party is not able to take the call.
3. Know the emergency codes (red, yellow, blue and green) and procedures for activation.
4. Pick up and distribute mail to appropriate mailboxes and personnel.
5. Limit the use of office area and equipment to authorized staff members only.
6. Keep offices, hallways, restrooms and camp store clean, neat and orderly at all times, giving a thorough cleaning each Friday.
7. Announce over the PA the start of each class and give a ten-minute and five-minute warning before each class ends.
8. Keep the authorized pick-up list available if parents need to pick up their child during the week.
9. Assist with scheduling staff members for evaluations with the camp director.
10. Maintain attractive displays of all store merchandise.
11. Keep shelves stocked with items properly priced.
12. Maintain accurate store inventory.
13. Handle cash purchases by campers and guests (checks and campers' store accounts are also considered cash purchases).
14. Treat all customers with courtesy, respect and friendly service.
15. Participate in Sunday evening orientation campfire as directed by camp program director.

16. Assist with room preparation, linens, laundry and cleaning for guests housed in guest rooms.

17. Launder and neatly store lost and found items.

ESSENTIAL FUNCTIONS

Ability to manage a busy office and meet the needs of campers, parents, staff and guests, and the ability to operate the camp store, meeting the needs of its customers.