

YOUTH DEPARTMENT SECRETARY

DESIRED QUALIFICATIONS

- Have experience in office procedures (filing, using telephone, photocopying, meeting public, etc.) including ability to use a computer word processor.
- Manage the camper registration program on the website.
- Possess ability to accept guidance and supervision, work well with others, integrate adaptability and enthusiasm, and have a sense of humor, patience, and self-control.

RESPONSIBLE TO CAMP DIRECTOR

CAMP GOALS

- To provide an efficient system for campers and parents to register, participate in and communicate with the camp, and to coordinate communication between the camp and the conference.

GENERAL RESPONSIBILITY

- To facilitate the work of the camp director, assistant director and camp manager / ranger.

SPECIFIC RESPONSIBILITY

1. Know and assist in maintaining the paperwork for state regulations and ACA requirements for camp.
2. Be familiar with the emergency code (blue, yellow, red, green) procedures, assisting where needed, if present at the camp during an emergency.
3. File, in conjunction with the camp manager / ranger, with the appropriate agency the proper papers for camp licensing, permits, and membership.
4. Know the camp program well enough to answer inquiries.
5. Answer phones and take accurate messages.
6. Train the summer camp secretary and registration team.
7. Collect and file all necessary paperwork for staff members.
8. Perform background checks on all staff members.
9. Prepare staff contracts.
10. Maintain accurate records / database on campers.
11. Coordinate work coming into and out of the office.
12. Explain camp office policies and procedures to office staff if needed.
13. Expedite office business and the handling of any office concerns.
14. Turn in staff payroll figures to the conference office treasury office for processing.
15. Perform other duties as assigned by the camp director

ESSENTIAL FUNCTIONS

Must be proficient at using office equipment, telephone, handling and filing records, completing errands and possess ability to relate well to camper, parents, and staff.