

### **Job Description for Secretary**

#### **Minimum Qualifications**

- Ability to manage business concerns of camp Experience and/or education in general accounting procedures
- Experience with payroll accounting
- Ability and desire to work in a camp setting
  - Good character, integrity, and adaptability Enthusiasm, sense of humor, patience, and self-control
- Desire to work and live in a camp community 24 hrs. a Day during summer camping Season and on other occasions.
- 21 years of Age or older

**Responsible To** Executive director

#### **Camp Goals**

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camping Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

#### **General Responsibility**

To manage the camp's business concerns.

#### **Specific Responsibilities**

- Define and monitor crisis management plan, including emergency procedures.
- Pay or supervise payment of all camp bills as approved by Executive Director or appropriate personnel.
- Process payroll, and file tax reports as required.
- Receive and/or account for all accounts receivable.
- Set up and maintain petty cash system.
- Handle all financial accounting on registration day(s), including receipts, bank deposits, and other financial records.
- Supervise sales and inventory of camp trading post.
- Process orders for camp supplies.
- Purchase supplies as needed from local merchants.
- Prepare bank reconciliation.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

#### **Essential Functions**

##### **Must be able to**

Use office equipment

Computer

Use telephone and radio

Order supplies

Carry and load supplies

Relate to camper needs

Keep neat, orderly and file records

Read prescriptions and health exams from physicians

Identify and respond to hazards

Work with different age and skill levels

Plan and conduct activity

Assist campers in emergency (fire, evacuation, illness, or injury)

#### **WORK HOURS**

- Work week from Monday - Friday 8 AM. - 6 PM. We will make every effort to give four 30 minute breaks during the day
- Additional hours as needed, some weekends.

**I have read the above job description and understand my responsibilities.**

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**Print Name**

**Date**

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**Signature**

**Date**