

## 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**

- Assist the Administration team in setting up camp office.
- Store and keep equipment in good condition.
- Need to answer telephone whenever the Administrative Director and/or Executive director is not in the office or in a meeting and take accurate messages.
- Keep office and surrounding area clean and neat.
- Make camp announcements
- Sort or oversee the sorting of camp mail and prepare outgoing mail.
- Is responsible for all aspects of the camp paper work including Operation Sunshine, camper items, information and all necessary schedules etc.
- Needs to schedule coverage of the camp office between the Leadership staff.
- In the case of night security, the office can be left alone during rounds.
- Deal with camper crises and behavioral intervention.
- Needs to give a helping hand to the infirmary director whenever needed
- 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.
- Process orders for camp supplies.
- Purchase supplies as needed from local merchants.
- Prepare bank reconciliation.
- Needs to call parents on information missing on the camper's application as directed by the Executive Director.

- Logs all incidents into the log book as directed by the executive director. Any incident that is not known to the Executive Director needs to be explained to her as soon as possible.
- Make sure that any missing information on medical and USDA forms is obtained from the camper's parents or doctor.
- Coordinate work coming into and out of the office (i.e., photocopying, word processing, producing program materials, etc.).
- Explain camp office policies and procedures to all staff during staff training.
- Be courteous and help expedite office business and the handling of any office concerns.
- Be familiar and follow through with camp policies regarding camper and staff phone calls and messages.
- Conduct initial and end-of-season inventory of all office equipment and supplies.
- Evaluate current season and make recommendations for office equipment, supplies, and procedures for following season.
- 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

Observe camper behavior

Plan and conduct activity

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

Observe loading and unloading of buses and vans

Possess strength and endurance required to maintain constant supervision of campers.

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.

#### **ON DUTY:**

Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

#### **NIGHT OFF:**

We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

#### **BUSSING:**

Two members of the leadership staff will be assigned to supervise the bussing each incoming and outgoing day. These staff will be expected to man the office while the busses are out picking up or

dropping off campers. A roster will be made to assign the leadership staff for each incoming and outgoing day.

**SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF**

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

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Date**