

JOB DESCRIPTION FOR SUMMER CAMP SECRETARY

POSITION: Summer Camp Secretary

RESPONSIBLE TO: Program Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

1. Co-ordinate general office requests from the Program Manager for proper Summer Camp operations.
2. Order camper and staff t-shirts so they are in stock for the beginning of summer. Organize t-shirts, setting aside those that have been pre-ordered. Re-order throughout the summer if necessary.
3. Properly collect, file, and enter data to computer and check all information on the Summer Camp applications, including full-summer staff and volunteers. File all post-hire forms. Compile dietary concerns list and give to Food Services Manager.
4. Collect First Aid Training fees.
5. See that all staff, full-time & volunteer, complete application forms and that staff data base is always current.
6. Host the Financial table during Family Camp activities sign-up on Sunday night.
7. Prepare a Crafts money spreadsheet for the Crafts Leader at the beginning of each week. Then at the end of each week, prepare refunds for each camper.
8. Be responsible for the administration of the Camper Report forms and Christmas Cards. Read through, photocopy, and mail out Camper Reports.
9. Prepare Cabin Picture List on the "Wall of Fame".
10. Organize Red Deer Runs; code and distribute purchased items.
11. Work with Program Manager to coordinate summer program expenditures and communicate budget limitations to staff.
12. Be responsible for all aspects of the Canteen:
 - a. Order candy and ice cream for the canteen;
 - b. Supervise the operation of the canteen, whenever it is open;
 - c. Pack and deliver canteen (with help from others) during grade camps;
 - d. Check incoming supplies against orders;
 - e. Collect all canteen monies from staff and volunteers;

- f. Keep records of money spent at canteen by each cabin and staff member;
 - g. Ensure canteen is clean and organized.
13. Receive and coordinate finances throughout the week from any camper or staff that needs to give money to the office.
 14. Aid the Program Manager in creating publicity including updates and Camp needs to churches, thank-yous, and statistics.
 15. Ensure that cabin pictures are developed each week and that they are put into camper Christmas cards.
 16. Compile weekly statistical report including total number of campers, decisions, commitments, church background.
 17. Provide typing as necessary for all Summer Camp related needs from the Program Manager.
 18. Keep accurate, organized and listed records of all forms, lists, documents, mailings, etc. This includes the completion of the summer camp master binder.
 19. Act as pastoral assistant supplying any special needs to aid Camp Pastors.
 20. Co-ordinate and care for staff and camper's mail including staff mailboxes.
 21. Monitor office equipment use by summer staff.
 22. Answer phones in a clear courteous manner, taking messages when necessary.
 23. Order office supplies through the full-time Administrative Assistant.
 24. Promote and administrate our World Vision Sponsor Child.
 25. Mail out David & Jonathans to campers.
 26. Help sell weekly DVDs at the end of each week. Keep track of DVD sales.
 27. Assist with drama and worship team according to skills and giftings.
 28. Compile and distribute full-time summer staff address booklets at the end of summer.
 29. At the end of summer, complete an information and training document for the following summer's secretary that outlines how things have been organized, where they are, and how to best complete responsibilities.
 30. Attend and participate in all Evening Specials and Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere at these activities.