

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Office Support Staff

REPORTS TO: Camp Director

JOB SUMMARY

To work in conjunction with the Camp Director and Assistant Camp Director to oversee the smooth and efficient running of the camp office. To provide administrative support services for the camp including, typing, photo-copying, faxing, answering the telephone, ordering supplies, delivering phone messages and mail to staff and campers, coordinating transportation and ordering buses when required, greeting and directing visitors to the camp, and maintaining an accurate and up to date accounting binder. To work with the Camp Director and Assistant Camp Director to learn and further develop appropriate computer skills in order to assist camp staff with creating flyers, banners, program schedules and outlines, and any other documents requiring the use of computer programs. To work as part of the Support Staff Team and part of the overall staff team by assisting in other areas of the camp as required and when available, by participating in special camp-wide theme programs, theme meals and staff socials. To adhere to and interpret to other staff and campers the policies, practices and procedures of Camp Towhee, and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

1) ADMINISTRATIVE SUPPORT

Work with the Camp Director and Assistant Camp Director to ensure the smooth and efficient operation of the camp office by:

- answering and directing all telephone inquiries including taking, prioritizing and delivering messages
- sending, receiving and delivering faxes
- providing photo-copying services for all camp staff as authorized by the Camp Director or Assistant Camp Director
- typing documents as required and requested
- using various computer software programs to create documents, schedules, flyers and banners, and any other appropriate materials
- ordering supplies to be picked up or delivered as authorized by the Camp Director
- ordering buses for camper and staff trips as required and as authorized by the Camp Director
- maintaining an accurate and up to date accounting binder for the camp following proper accounting procedures as established by the Camp Director
- organizing and maintaining all office supplies, and ordering office supplies as needed
- setting up and maintaining mail boxes for staff and campers in the office, and a general message board for camp staff outside the office
- organizing a shelf in the office with supplies and equipment for day trips out of camp, and setting up a sign out procedure for same
- creating a master list of staff days off each week

Office Support Staff Cont'd

2) OTHER CAMP SUPPORT DUTIES

Receive, direct, and monitor visitors to the camp by:

- keeping a visitors log binder in the office
- explaining the Principles of Confidentiality at Integra and camp Towhee to all visitors
- having all visitors sign an Oath of Confidentiality upon arrival at camp
- ensuring all visitors sign in and out at the office
- issuing visitors' badges and ensuring that visitors are informed to return badges to the office before departure
- ensuring the Camp Director authorizes any meals for visitors and informs the Food Service Representative in advance
- ensuring that any visitors authorized to stay for a meal are introduced to campers and staff in the dining room

3) **Meet regularly** with the Camp Director for debriefing, planning and supervision sessions, and to assist in the planning and implementation of special camp-wide theme days, evening programs, and other camp activities when required and available

4) **Participate fully** as part of the overall staff team by:

- working cooperatively with all other staff
- supporting and interpreting to other staff all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned

5) OTHER RELATED DUTIES

perform all other related duties as assigned by the Camp Director, or Assistant Director