

Camp Towhee

SUMMER STAFF JOB DESCRIPTION

Position: Office Administrator

Reports to: Camp Director

JOB SUMMARY

Work in conjunction with the Camp Director and Assistant Camp Directors to oversee the smooth and efficient running of the camp office. Provide administrative support services for the camp including, typing, photo-copying, faxing, answering the telephone, ordering supplies, screening phone calls, 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. Work with the Camp Director and Assistant Camp Directors to assist camp staff with creating flyers, banners, program schedules and outlines, and any other documents requiring the use of computer programs. 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. 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

Administrative Support

- Work with the Camp Director and Assistant Camp Director to ensure the smooth and efficient operation of the camp office by completing administrative duties, managing the office space and acting as a 'gatekeeper' for the directors
- Answer, screen and direct all telephone inquiries including taking, prioritizing and delivering messages
- Send, receive and deliver faxes and emails from camp accounts
Provide photo-copying services for all camp staff as authorized by the Camp Director or Assistant Directors
- Create, formatting and typing documents as required and requested
- Order supplies or repairs as authorized by the Camp Director
- Order and coordinate buses for camper and staff trips as required and as authorized by the Camp Director
- Maintain (in collaboration with the Director) an accurate and up to date accounting binder for the camp following proper accounting procedures as established by the Camp Director
- Organize and maintain all office supplies
- Set up and maintain mail boxes for staff and campers in the office, and a general message board for camp staff outside the office
- Creating a master list of staff days off each session
- Coordinating sign up for and use of Rocket Sticks
- Taking minutes during meetings and insuring that they are distributed appropriately

Other Support Duties

- Receive, direct, and monitor visitors to the camp by maintaining the visitors log binder in the office
- Explain the Principles of Confidentiality at Integra and camp Towhee to all visitors, and have all visitors sign an Oath of Confidentiality upon arrival at camp
- Ensure all visitors sign in and out at the office and issuing visitors' badges
- Ensuring the Camp Director authorizes any meals for visitors and informs the Food Service Representative in advance
- Use knowledge of staff and program to use judgment about which incidents or needs are priorities, acting as a gatekeeper to Directors
- Maintain decorum in office space, ensuring that the space is usable for working (not too crowded, noisy, messy, etc.)

Participation and Supervision

- Participate fully as part of the overall staff team, and the supervisor team by working cooperatively with all other staff
- Support and interpret to other staff all camp policies acting as a positive role model at all times
- Assist in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned
- 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

Other Duties

- Ensure that all required documentation including incident reports, requisitions, evaluations is complete and filed appropriately
- Perform all other related duties as assigned by the Property Manager or Camp Directors