

**OFFICE SERVICES**

**RESPONSIBLE TO:** Support Staff Team Leader

**RESPONSIBILITY:** To achieve camp goals with major responsibility to manage daily operations of the office while working cooperatively with other office staff. Assist director in other areas of camp organization as requested.

**MINIMUM QUALIFICATIONS:**

- Must have experience in managing the on-going operations in the office
- Must have skills with office equipment – computer, copier, phone protocol, bugle, etc
- Must be able to work well with others
- Must be 19 years and older
- Must agree with the Spiritual Standard and Statement of Faith

**ESSENTIAL FUNCTIONS:**

1. Manage the daily operations of the camp office
  - a. Manage incoming and outgoing mail.
  - b. Manage camper email.
  - c. Answer phones and arrange for coverage of phones during time off.
  - d. Play bugles and arrange for coverage during time off.
  - e. Manage housekeeping needs in the office.
2. Oversee the inventory and order requests of office supplies and arrange for the routine maintenance of the camp business equipment.
  - a. Maintain inventory of office supplies and place appropriate orders.
  - b. Ensure office equipment is in good operating condition.
  - c. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
3. Handle customer service functions with parents, vendors, guests, and staff.
  - a. Assist staff who come to the office.
  - b. Handle phone calls and vendors/guests who arrive at the office.
4. Assist other office staff and director with secretarial tasks when needed.
  - a. May include typing, filing, printing, copying, etc.

**PHYSICAL ASPECTS OF THE JOB:**

- Ability to effectively communicate orally.
- Ability to safely and properly operate office equipment.
- Manual dexterity to utilize computer and other office equipment.

**OTHER JOB RESPONSIBILITIES:**

- Manage return of lost and found items
- Participate in team and all-staff meetings
- Contribute to a positive spirit of cooperation with other staff members
- Assist in other camp duties as requested by team leader or director
- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your team leader