

POSITION DESCRIPTION

Position Title: Office Assistant

Revised: March 2004

Reports To: Camp Director

General Function: The Office Assistant manages the camp office, assists the administrative team with registrations, mailings, and communications, and manages the scheduling of campers into cabin groups, tower climbing sessions, and horseback trail rides.

Requirements: The incumbent must be at least 18 years of age, and must bring to the position an appropriate background of education or experience in office management. Must be proficient in the use of the computer, including word-processing and database management. Because the incumbent answers phone inquiries and greets guests in the camp office, well-developed customer-service skills are essential. To properly support and interpret the mission and values of the camp, the Office Assistant must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Principal Activities:

- Manage computer database, including mailing lists
- Participate in the planning, leadership, and evaluation of staff orientation week
- Process summer camp registrations, including computer entries, preparation and mailing of receipts and other documents, and preparation of registration reports
- Manage the scheduling of campers into cabin groups, tower climbing sessions, and horseback trail rides
- Provide clerical assistance to administrative staff
- Prepare reports necessary for control, evaluation, and reporting to staff
- Process incoming and outgoing mail
- Receive guests to the office and answers the telephone; responds to inquiries as appropriate
- As needed, temporarily supervise campers in the absence of their counselor
- Participate in the night supervision of camp

- Participate in daily administrative team meetings

Essential Functions:

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision
- ◆ Ability to communicate, in person and electronically, with staff, campers, and the public