

Camp Burt Shurly

Job Description

POSITION: SECRETARY
RESPONSIBLE TO: EXECUTIVE DIRECTOR
PROGRAM DIRECTOR

QUALIFICATIONS:

In addition to those qualifications listed in the CAMP BURT SHURLY JOB DESCRIPTIONS OVERVIEW, the Secretary should:

1. Have ability to keep records.
2. Enjoy meeting children and adults.
3. Be willing to accept responsibility for appropriate care of keys, funds, records, and merchandise.

RESPONSIBILITIES:

In addition to those responsibilities listed in the CAMP BURT SHURLY JOB DESCRIPTIONS OVERVIEW, the Secretary should:

1. Prepare an alphabetically typed list of participants for each camp.
2. Maintain office hours as scheduled by Program Director.
3. Answer phone and deliver messages.
4. Contact parents and campers concerning upcoming weeks of camp.
5. Maintain filing.
6. Maintain records and reports as needed. Responsible for maintaining security and confidentiality of medical forms while in his / her care.
7. Keep office straightened up and cleaned as needed.
8. General secretarial work.
9. Keep United States Department of Agriculture Summer Food Program records.
10. Record camper's meal count at each meal service.

OTHER RESPONSIBILITIES: Assist with all camp evening activities.

TRAINING: Camp Burt Shurly staff training.

¹ Updated April 2015