

YMCA Camp Arbutus Hayo-Went-Ha

Camp Secretary

Job Description

Desired Qualifications

- Experience in office procedures (i.e., filing, answering the phone, photocopying, meeting the public etc.)
- Ability to use a word processor
- Experience with a database
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience and self control
- Current drivers license.
- High school graduate or equivalent or at least 18 years of age

Responsible to

Camp Director and Administration staff.

Camp Goals/Mission

The mission of YMCA Camp Arbutus Hayo-Went-Ha is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

General Responsibility

To facilitate the work of the Camp Director, Assistant Director and run a well organized, clean and friendly camp office.

Specific Responsibilities

1. Assist in setting up summer camp office at this start of the season.
2. Store and keep office equipment and surrounding area clean and in good condition.
3. Answer phones politely and courteously and take accurate messages.
4. Keep up to date records of camper accounts and write up all receipts. (Fees, horse riding and store)
5. Update database cross referencing all contracts and keep it current
6. Keep up to date records of camper enrollment, cancellations and enquiries.
7. Collect, sort and oversee the distribution of camp mail and collect outgoing mail and take it to the mailbox.
8. Account for all care packages and announce the package list at meals. Supervise opening of camper care packages. Store all packages if unclaimed. Name and store all confiscated care packages and return these to campers on check out.
9. Assist the Division Leader in collecting all cabin mail to give to the driver when picking up a trip.
10. Coordinate work coming into and out of the office (i.e., photocopying, cabin lists, etc.)
11. Explain camp office and store policies and procedures to all staff during staff training.
12. Explain camp office, mail and store policies and procedures to all campers during the first day of each session.
13. Organize candy orders – copy cabin candy order forms, collect orders, and distribute candy recording camper and staff purchases.
14. Compile and print a camper address list for each session to be printed and given to campers at check out
15. Sort and distribute camper trip shirts and notify the director if some sizes need to be ordered.
16. Be familiar and follow through with camp policies regarding camper and staff phone calls and messages.
17. Run and open the store 4/5 times a week and notify Director if more supplies are needed. Record accurately all staff and camper purchases
18. Pack all office supplies and materials up at the end of the season.
19. Evaluate current season and make recommendations for office equipment, supplies, and procedures for the following season.
20. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.