



---

### *How to Apply*

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Sonya at [sonya@prettylakecamp.org](mailto:sonya@prettylakecamp.org) to receive application. Deadline May 23, 2023.

---

### *Job Title*

Summer Camp Office Assistant

---

### *Responsible To*

Camp Director

---

### *Summary*

The Summer Camp Office Assistant assists with any clerical and telephone needs to support the camp program.

---

### *Required Qualifications*

1. Minimum of 21 years of age or older.
2. Sufficient visual, auditory, communication and cognitive abilities to communicate with parents, guardians or groups attempting to contact the Pretty Lake Camp.
3. Knowledge of computer systems and software.
4. Strong organizational, communication and written skills.
5. Comfortable making 100+ phone calls each week to camper families.

---

### *Preferred Qualifications*

1. Experience in working with children.
2. Leadership experience.
3. Ability to learn and use office equipment such as CampBrain, copy machines, etc.
4. CPR, AED and First Aid certification.
5. Ability to live on-site.
6. Valid Driver's License.

---

### *Essential Functions*

1. Assist the administrative staff with filing and managing camper paperwork, phone calls, social media, sorting camper mail, and updating CampBrain data.
2. Receive and follow general instructions.
3. Sufficient cognitive ability to use good judgment in situations which will require confidentiality, customer service and professionalism.
4. Represent the Pretty Lake Camp professionally at all times.
5. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
6. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
  - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
  - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.

- Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
- Abide by all policies and procedures in the staff code of conduct.

*Specific Responsibilities*

---

1. The Summer Camp Office Assistant must:
    - Assist in organizing and arranging camper applications.
    - Handle all office needs as assigned by the administrative staff.
    - Handle all camp paperwork as assigned.
    - Answer front desk telephone calls professionally, gather information from caller and transfer call to appropriate Department Director, if not summer camp related.
    - Maintain and organize camper applications.
    - Assist in the ordering and inventorying of the office supplies.
    - Keeping confidential information in confidence in terms of what may be heard or seen while working in the office.
    - Assist in handling all incoming and outgoing camp mail and email for campers and summer staff.
    - Assist in photograph taking, maintaining photos and working on the display boards in the office.
    - Assist in promoting camp on social media platforms.
    - Call each camper family one week prior to camper attending camp.
    - Update CampBrain during arrival as campers check-in and updating camper photos on CampBrain on day one of each session.
    - Greet visitors professionally gather information and notify appropriate director of visitor.
  2. Respect the confidentiality of campers relating to issues such as health, behaviors, and other situations that may arise.
  3. Live with a group of 3 to 5 fellow staff. This requires the Summer Camp Office Assistant to be a positive role model for the campers and other staff members.
  4. Be flexible and willing to act as a substitute for any counselor or program staff during the time of an absence.
  5. Ensure all weekly forms are ready for the next session at the end of current session.
  6. Submit a weekly feedback form.
  7. Attend and contribute to all staff meetings.
  8. Know when to ask for assistance and support fellow staff.
  9. Assist in planning weekend activities and other special events as needed.
  10. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
  11. Assist with camp clean-up throughout and at the end of each session.
  12. All other duties as assigned.
- 

*Revised 10/21*