

## **Camp Secretary at Happy Hollow Camp**

**Position Summary:** Assist the Camp Director and Camp Staff in the leadership and guidance of all campers, with specific responsibilities for maintaining accurate records and completing clerical duties.

**Classification:** Salaried, seasonal assignment  
**Reports to whom:** Camp Director at Happy Hollow Camp

### **Responsibilities and duties:**

- Help to implement and maintain all A.C.A. Standards and camp records
- Ensure employee accountability via two-way radio communications with staff during activity periods
- Reinforce camp rules
- Assist in the leadership, supervision, and guidance of all counselors around the lodge area throughout the day
- Assist campers with immediate needs, activity areas, lunch storage, and questions
- Administer first aid and keep records logged
- Dispense all medications and keep records logged
- Make needed contacts with Camp Staff for emergency and general immediate needs of parents, visitors, and other staff
- Maintain the daily office and clerical procedures and operation of the camp office, including answering the phone, taking messages, ensuring complete records, and maintaining organized files
- Keep accurate and complete records, such as Camper contact files and Medical Logs
- Assist with organizing records for camp Accreditation inspection
- May have to fill in temporarily as a counselor
- Co-supervise the camp with the Program Director, in the absence of the Camp Director
- Any other duties, as assigned or required

### **Specific Tasks:**

- Check-in campers daily, using the clipboard and computer
- Bag ice, and refill ice trays in the morning and after lunch
- Check and make a list of needed food items for campers who forget lunch
- Check sick room daily for cleanliness, change sheets when needed, empty the trash, restock supplies, and make a list of supplies needed
- Every day insure that the office is de-cluttered, empty the trash as needed, sweep the floor, disinfect furniture and desks, insure that the game cart is neatly stacked
- Check for lost/found items daily throughout the lodge and place all loose items in lost/found bin
- Every day insure that two-way radio communication with Staff is in working condition
- On a weekly basis, check all new applications and create files and data, record and file behavior and incident reports
- Attend the weekly staff meeting
- Check that First Aid and Medication logs are completed and filed properly
- Every week insure that files are updated, including lesson plans and attendance records
- At the end of each week, update the counselor clipboards with new attendee information and confidentiality information
- Answer phones using a polite, professional greeting
- Pass out information and answer questions for campers, parents, and visitors
- Attend to all immediate needs of campers directed to the office, such as First Aid, dispensing medication, peer mediation, written reports, and other duties

### **Education and Experience:**

- High school diploma or GED
- Must be at least 18 years of age
- Must have at least two years of experience as a camp counselor at an organized camp

### **Key Competencies:**

- Must have or be able to obtain required certifications including First Aid, CPR, AED, BBP, and other courses, as required
- Good verbal and written communications skills
- Action-oriented, adaptable, innovative, and creative with attention to detail and accuracy
- Must love working with children and be excited to interact with them, form relationships, listen to their problems, and identify their needs
- Positive attitude towards Staff, children, and the camp, with the ability to recognize problems and help formulate positive solutions
- Able to handle a variety of issues on a daily basis, while engaged in multiple tasks
- Able to make decisions quickly and appropriately, in accord to changing needs
- Must be able to maintain confidentiality, credibility, and integrity
- Able to build a team with camp counselors
- Must ensure safe operations at all times
- Must have basic computer and office skills, including filing and organizing data and forms
- May be required to assist with the use of social media, including Facebook, Twitter, website, and emails
- Must present a clean and well-groomed appearance
- May be required to possess a valid driver's license and meet current insurability requirements
- Must pass a Friendly House chosen background check, sex offender check, and drug test

### **Physical Requirements:**

- Frequently sit for up to 75% of the day
- Frequently lift five to ten pounds, multiple times a day
- Frequently walk up and down steps, up and down hills, and walk outside on rough terrain
- Frequently required to talk and hear
- Frequently required to use hands to touch, handle, feel or operate objects, tools, or controls and to reach with hands or arms
- Occasionally required to stand, bend, stoop, reach, lift, climb, balance, kneed, crouch, crawl, lay down, and assume other low-level positions
- Occasionally lift up to 20 pounds, several time a day
- Acceptable hearing and visual capabilities in order to work cooperatively with Camp Staff

### **Work Environment:**

- The employee works in an environment with children, which may include facing illness, dirt, noise, disciplinary issues, communicable disease, family problems and other issues
- Occasionally the employee is required to go outdoors in any weather or may have to work in areas that are warmer or cooler than indoors
- Occasionally the employee is exposed to wet, dry, and humid conditions
- Occasionally the environment may be loud and noisy

Revised 02/21/2022

I have read the position description for Camp Secretary at Happy Hollow and I understand the requirements. My signature indicates my understanding and agreement to the job duties set forth.

Signature of Staff	Date
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Signature of Supervisor	Date
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