Summer Secretary

Mission Statement

* Loving Jesus, loving people and growing disciples through the community of camp.

Supervisor

* Director of Administration/Director of Operations

Job Description:

* Answer emails and phone calls from 9am-4pm daily.
	+ Deal with people’s inquiries in a respectful and gracious manner.
* Check phone messages daily.
* Learn camp’s online registration system and oversee camp registration for all programs each week.
* Process sponsorship applications.
* You are responsible for the general organization of the office files and records.
* You are responsible for doing cabin and skill placements for each week of camp.
* You are responsible for running medical reports and having files ready for camp medic each week.
* Organize and document birthday cards and follow-up forms for each week.
* Help the full time staff by doing various administrative tasks as required.
* Greet visitors and ensure that they sign in and out.
* Help with managing the camp store (tuck shop).

General Expectations

* To serve willingly in all areas of camp ministry.
* To be flexible regarding work hours.
* Start work on-time each morning and to be as productive as possible during your work time.
* Participate in camp program when able (this includes wide games, firesides, etc.).
* Come to an appropriate person in leadership with any concerns or questions you may have.
* Treat all campers with respect and help each person who comes to Redberry to have a positive, healthy experience at camp.
* Be a positive example for campers to follow.
* Commit to make an effort to grow in your personal relationship with the Lord.