

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

info@lakegreeley.com

www.lakegreeley.com

Office Staff

Desired Qualifications: Completed 1 year of college.

Experience: Good personal experience either paid or unpaid.

Responsible to: Camp Administrator, Assistant Directors, and Director.

The Office Staff member is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

The Office Staff member is an all-encompassing position and is essential to the day-to-day operation of the camp. In addition to being responsible for the same supervisory obligations as apply to Senior Staff members, the Office Staff member is primarily responsible for answering camp telephones, duplicating material, distributing incoming mail, and supervising the Camp Office.

Other Duties Include:

1. Preparation and distribution of camper and staff mail, memos, and other weekly reports.
2. Scheduling camper phone calls requested by the parent.
3. Logging incoming packages and writing package slips.
4. Sending out promotional materials to prospective families.
5. Greeting Visitors and organizing tours of camp.
6. General Office Work. Word Processing/Daily Bulletin.
7. Cleaning and sweeping office on daily basis.
8. Attending to lost and found items brought to the office.
9. Paging children to the office and communicating to the infirmary by intercom.
10. Such other duties as directed by the Camp Administrator or Camp Director.

The Camp Office is open seven days a week from 8am until 10pm. Several staff members are scheduled Office Duty each day, as well as a few counselors throughout the year will be scheduled office help.

The Office Person is responsible for maintaining a clean and organized office.

The job description is part of your employment contract. Please bring it to camp. Your responsibilities will be reviewed in more detail during our orientation period. If you have any questions, please call (570) 842-3739 and ask for Derek.