



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Summer Secretary Job Description

(Children's Summer Therapy Camp Session)

The Bay Cliff Office is the first impression of Bay Cliff that our visitors, campers, staff and guests see. As a summer secretary, you will provide a welcoming environment while performing a wide variety of office duties. The office staff shall maintain a professional, confidential, hospitable, and helpful environment.

RESPONSIBLE TO: Head Secretaries, Camp Director, and Executive Director

SPECIFIC RESPONSIBILITIES:

1. Answering the telephone and greeting visitors.
2. Typing and word processing (Windows XP; Microsoft Office).
3. Preparing outgoing mailings.
4. Typing general correspondence and summer documents/forms.
5. Photocopying and filing.
6. Sorting incoming mail for distribution.
7. Selling Bay Cliff merchandise and clothing.
8. Cleaning office areas weekly.
9. Participating in other staff & camper activities (4th of July, Birthday Party, Council Fire, etc.) as work time permits.
10. Maintaining confidentiality in the workplace.
11. Other duties as assigned by the Supervisor or Executive Director.

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Must be friendly and mature.
3. Must have good clerical and computer skills.
4. Must be positive and be able to take direction.
5. Must be confidential and trustworthy.

All staff are responsible for cleaning their departments and living quarters at the beginning of camp, during the summer, and at the end of camp.