



**The Salvation Army
Golden State Division
CAMP REDWOOD GLEN**

POSITION: Program Team: Summer Secretary
SUPERVISOR: Assistant Program Director
DEPARTMENT: Camp Redwood Glen
STATUS: Summer Camp

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

OVERVIEW:

Camper check-in, managing the USDA Summer Food Service paperwork, handling phone calls, helping with the Canteen during Free Time for campers, camper check-out, and mail calls are all responsibilities of the Camp Secretary. The objective of the Camp Secretary is to manage the program office in an organized and efficient manner, maintain camper registration, assist with making schedules and copies for summer staff, Seeker Card input and distribution of cards, handle phone calls, welcome in guests, and to ensure an organized and efficient operation.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Serve as the receptionist for camp.
- Learn and operate the Camp software.
- Assist with the registration of all campers.
- Maintain an updated Staff roster.
- Ensure that the camp photo for each session is uploaded and sent to the printers by the end of the first camp day (Monday).
- Update the camp software in the event of a camper leaving camp early.
- Compile, print & distribute cabin population sheets to Unit Leaders at the beginning of each camp session, the list should include any special instructions that may have been noted on the camper's application.
- Handle incoming and outgoing phone calls (take and distribute messages in a professional manner).
- Complete typing and office procedures as directed by the Assistant Camp Director and/or Office Manager.
- Compile camper billing information material at the conclusion of each camping period.
- Maintain daily record of all outgoing calls and check against telephone bill for charges (personal and official).
- Handle purchasing of equipment and supplies as authorized by the Assistant Camp Director.
- Disburse office supplies and maintain records.
- Supervise the signing in and out and the distribution of all visitor passes.
- Supervise Staff when signing in and out at the Gatehouse.
- Assist with USDA/ SFSP paperwork and counting at the start of each meal.
- Pick up supplies for camp when needed such as supplies for evening programs, emergency food needs for the kitchen, etc.
- Assist in other areas of camp as needed.
- Attend and participate in evening programs as able and director.

- Maintain a clean and well-organized desk and work.
- Report general property maintenance issues to the Facilities Manager or Maintenance Crew Chief.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.

QUALIFICATIONS:

- Must be at least 18 years of age.
 - Must have general skills in working with children.
 - Most possess good general office skills and good organizational skills.
 - Must have good verbal and written communication skills.
 - Preferred bilingual and multilingual but not required.
 - Must have current CPR/First Aid/AED certification.
 - Must be of good moral character.
 - Must have a personal and growing relationship with the Lord.
 - Preferred previous camping experience either as a camper or as a staff member.
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PHYSICAL REQUIREMENTS:

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 25 lbs.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

ESSENTIAL FUNCTIONS:

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

Acknowledgment of Religious Purposes of The Salvation Army

The employee acknowledges that he/she has been informed and understands The Salvation Army’s religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army’s religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army’s religious purpose.

At Will Employment Statement

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.

Print Name: _____

Signature: _____

Assistant Camp Director Signature: _____

Date: _____