



# CAPE COD SEA CAMPS OFFICE ASSISTANT Job Description

## **Responsible to:**

Executive Director, Directors, Office Manager

## **General Responsibilities:**

1. To assist in the operation of the Cape Cod Sea Camps consistent with the CCSC Philosophy, goals and objectives.
2. To be designated a specific area to be responsible for in the running of the CCSC office, i.e., Day Camp, front desk etc.

## **Specific Responsibilities:**

1. To be a public relations emissary for the Cape Cod Sea Camps businesses.
2. To assist in the coordination of all areas of the Cape Cod Sea Camps office procedures to ensure an efficient, productive, safe and pleasant work place, including the use of all machines, telephone systems, mail distribution, JC supervision etc.
3. To assist in the coordination with other office personnel to provide coverage as necessary;
  - a. Group Season – seven days per week during the group season (9AM to 4:30PM)
  - b. Summer Camp Season – seven days per week (8AM to 9PM), and
  - c. Off Season – Monday to Friday, 9AM to 4:30PM
4. To help maintain the environs of a business office through some of the following:
  - a. Restricting use of the public address system as much as possible;
  - b. Maintain accurate records of telephone usage;
5. To assist in the answering of the CCSC telephone system and relaying information and calls to appropriate persons.
6. To assist in maintaining accurate administrative paperwork, i.e., changes, additions, deletions, parental requests, etc. and referring the information to appropriate person.
7. To assist the office manager and directors in setting up the camp office.
8. To provide secretarial assistance to the directors, office manager and other office personnel as necessary, i.e. word processing, filing, etc.
9. To assist with computer data entry.
10. To assist in keeping the office and surrounding areas clean and neat.
11. To assist in the sorting, distribution and supervision of camp mail arriving and leaving camp.
12. To be courteous and help expedite office business in a professional manner.
13. To be familiar and follow through with policies regarding camper telephone calls, visitors, off-campus permissions, trips and travel, messages, group business.
14. To be familiar with the different programs offered at CCSC and be able to provide basic information to prospective clients.
15. To assist in the inventory and ordering of all office equipment and supplies as needed.
16. To understand and know the CCSC emergency procedures.
17. To assist in providing staff and auxiliary personnel with appropriate information.
18. To evaluate current season and make recommendations for office equipment, supplies, and procedures for following season.
19. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

## **Essential Functions:**

The following are a list of areas which must be met:

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| <ul style="list-style-type: none"><li>o Must be able to use office equipment;</li><li>o Must be able to use a telephone;</li><li>o Must be able to use a computer;</li><li>o Must be able to relate to the camper's, counselor's, employee's, and parent's needs;</li></ul> | <ul style="list-style-type: none"><li>o Must be able to handle and file records;</li><li>o Must be able to complete errands on and off campus;</li><li>o Must be able to order supplies;</li><li>o Must be able to carry and load supplies of at least 25-30 pounds.</li></ul> |
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## **Minimum Qualifications**

1. Must be 19 years old or completed first year of college.
2. Experience in office procedures (i.e., filing, answering telephones, photocopying, computers, meeting the public, etc.)
3. Ability to use computer word processor.
4. Ability to accept guidance, supervision and work on a team.
5. Good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control.
6. Desire and ability to work in a setting which, primarily serves children and youth.
7. Current CPR and First Aid certificates preferred.