

Wildwood Ranch

Job Description

POSITION: OFFICE ASSISTANT

RESPONSIBLE TO: EXECUTIVE DIRECTOR
ASSOCIATE EXECUTIVE DIRECTOR

QUALIFICATIONS:

In addition to those qualifications listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the Secretary should:

1. Have ability to keep records.
2. Enjoy meeting children and adults.
3. Be willing to accept responsibility for appropriate care of keys, funds, records, and merchandise.

RESPONSIBILITIES:

In addition to those responsibilities listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the Secretary should:

1. Prepare an alphabetically typed list of participants for each camp.
2. Maintain office hours as scheduled by Associate Executive Director.
3. Answer phone and deliver messages.
4. Contact parents and campers concerning upcoming weeks of camp.
5. Maintain filing.
6. Maintain records and reports as needed. Responsible for maintaining security and confidentiality of medical forms while in his / her care.
7. Keep office straightened up and cleaned as needed.
8. General secretarial work.
9. Clean and sanitize surfaces, bathrooms, etc. according to current Health Department guidelines.
10. Keep United States Department of Agriculture Summer Food Program records.
11. Record camper's meal count at each meal service.

RESPONSIBILITIES SPECIFIC TO THE SNACK SHACK:

1. Be part of registration to collect funds for the Snack Shack and maintain accurate records.
2. Prepare order for Snack Shack merchandise on a weekly basis.
3. Keep all merchandise orderly and in safe, dry storage when the Snack Shack is closed.
4. Conduct a pre-camp and post-camp inventory of all merchandise
5. Maintain a record of all merchandise and supplies sold to staff.
6. Arrive at least 15 minutes ahead of opening time to be ready for the campers when they arrive.
7. Clean all equipment before leaving the Snack Shack.
8. Report any breakdown of equipment to the Maintenance Director immediately.

OTHER RESPONSIBILITIES: Assist with all camp evening activities.

Other assignments as given by the Executive Director and/or Associate Executive Director.

TRAINING: Wildwood Ranch staff training.