

Wisconsin Lions Camp
A Project of the Wisconsin Lions Foundation, Inc.

Job Title

Summer Secretary

Responsible To

Camp Director, Camp Administrative Assistant

Summary

The Summer Secretary assists with any clerical and telephone needs in the camp program, with camp tours, and in the efficient operations of the Trading Post as needed.

Required Qualifications

1. Minimum of 18 years of age or older.
2. Sufficient visual, auditory, communication and cognitive abilities to communicate with parents, guardians or groups attempting to contact the Wisconsin Lions Camp
3. Knowledge of computer systems and software.
4. Strong organizational, communication and written skills

Preferred Qualifications

1. Experience in working with children and adults with disabilities.
2. Leadership experience.
3. Ability to learn and use office equipment such as copy machines, cash register, etc.
4. CPR, AED and First Aid certification.
5. Valid Driver's License.

Essential Functions

1. Assist the administrative staff with filing and managing camper paperwork, phone calls, and other necessary duties.
2. Receive and follow general instructions.
3. Sufficient cognitive ability to use good judgment in situations which will require confidentiality, customer service and professionalism.
4. Represent the Wisconsin Lions Camp professionally at all times.
5. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

Specific Responsibilities

1. The Summer Secretary must:
 - Assist in organizing and arranging camper applications.
 - Handle all office needs as assigned by the administrative staff.
 - Handle all camp paperwork as assigned.
 - Answer telephone calls when administrative staff are out of the office or on the other line.
 - Maintain and organize camper files.
 - Conduct tours of the camp for Lions Clubs or other groups.
 - Assisting in the ordering and inventory of the office supplies.
 - Keeping confidential information in confidence in terms of what may be heard or seen while working in the office.
 - Assist in handling all incoming and outgoing camp mail and email for campers and summer staff.
 - Assist in photograph taking, maintaining photos and working on the display boards in the office.
 2. Make certain that customers that call or visit are comfortable and have all questions answered. If there are questions the Summer Secretary cannot answer, they are to direct the customers to another staff member.
 3. Respect the confidentiality of campers relating to issues such as health, behaviors, and other situations that may arise.
 4. Assist in managing the Trading Post.
 5. Ensure all weekly forms are ready on Friday.
 6. Know when to ask for assistance and support fellow staff.
 7. Assist in planning weekend activities and other special events as needed.
 8. Assist in camp emergencies or other situations as directed by administrative staff.
 9. Other duties as assigned.
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