

Job Description – Office Clerk

Position Concept:

Office Clerk is a key position at Camp Merz. As the Office Clerk you will oversee all aspects of the Camp office and its day to day operations. The Office clerk will work directly with the Camp Directors to ensure operational organization.

Qualifications:

At least 18 years old.

Must be a registered member of the Boy Scouts of America.

Pre-camp Preparations

Preparation is critical in being able to perform your job as Office Manager.

- Establish staff personnel files
- Coordinate camp sanitation services such as trash removal, latrine dumping and port-a-potty placement.
- Assist the camp director as needed

Duties During Camp

During the camp season, your duties may include any or all of the following:

- Maintain office hours 8:30am – 12:00pm, 1:00pm – 5:00pm and 7:00pm – 9:00pm
- Assist with the check in and check out process for campers.
- Make weekly bank deposit.
- Maintain office cleanliness and organization.
- Operate the complete office and administrative duties.
- Take telephone calls, check Camp voicemail, and make calls as necessary.
- Manage the Camp mail on a daily basis.
- Order supplies and other important items.
- Collect and file paperwork as necessary for campers and staff.
- Manage camper and staff accounts and paperwork on our camp management software.
- Offer support to our Program Team.
- Interface with vendors such as trash removal and fire service.
- Support Senior Staff, including Directors, Cooks, commissioners and others with admin support.
- Other duties as assigned by the camp director.

Closing Camp

These are your duties in closing the camp for the season:

- Inventory all office supplies and equipment.
- Prepare an end-of-season report.
- Closed down and setup the office for off season
- Gather all staff paperwork, patches, yearbooks, etc.
- Mail any of the above items not picked up.
- Mail final pay checks
- Do final expense transmittal and bring to the council office.
- Bring all closing documents, first aid logs, etc to the council office.

I have read, understand, and agree with the duties and responsibilities above

 Printed Name

 Signature

 Date