

Adult Helper – Office Job Description

Classification: Volunteer

Reports to: Business Manager



Position Purpose:

To assist the CedarS Office staff in the harmonious operation of the camp office, including staffing the office, answering phones, assisting with the camp store, general customer service, preparing end of session packets, and other tasks as needed. All duties are completed in a manner consistent with the mission and established policies and procedures of CedarS Camps.

Qualifications:

Willingness to work as a member of the office team in the busy, lively camp office environment while supporting CedarS' mission. A desire to work in a Christian Science environment and to be a Christian example at all times. Knowledge of office procedures and phone courtesy.

Essential Job Functions:

1. Appreciate working in a Christian Science atmosphere.
 - a. Model excellent behavior: be a good example at all times.
 - b. Follow the Golden Rule.
 - c. Keep the mental environment unpolluted! Conversation should be uplifting, supportive, tasteful, and confidential.
2. Assist with the daily operations of the camp office, including but not limited to:
 - a. Assist with staffing the camp store including organization and applying charges to camper and staff accounts.
 - b. Assist with incoming and outgoing mail.
 - c. Review and distribute incoming emails to campers.
 - d. Check out staff leaving camp property for a day or night off.
 - e. Assisting with the sleeping bag checkout process for campers.
 - f. Preparing camper packets and photos for the end of the session.
3. Assist with customer service and communication functions with campers, parents, and staff.
 - a. Answer phones related to camper registrations, parental and general camp operational questions.
 - b. Refer concerns to the Business Manager, Executive Director, or Director of Operations, as needed.
 - c. Review and mail counselor letters to camper families.

Other Job Duties:

Adult helpers work with the Business Manager and other office staff and may include things such as shopping in town or arranging with vendors for vehicle repairs.

Relationships:

The CedarS office team meets daily and eats together in the office. The office adult helpers may eat and spend evenings with other adults working at camp. The expectation is that all those relationships will be harmonious and communication will be respectful.

What to Wear

As the office is a busy "hub" serving camp staff, community members, parents, and campers throughout the day, office staff are highly visible. Clothing should contribute to the uplifting atmosphere of CedarS. We ask that you have a clean and neat appearance, ready to greet guests. The office is gently air-conditioned; Office helpers in the past have been grateful for attire that covers their shoulders (some even bring a sweatshirt or lightweight jacket). When outside, summer attire is appropriate for warm days.

Examples:

- short sleeve t-shirts or tank tops
- shorts or capris pants
- flip flops, sandals or tennis shoes to walk around camp gravel roads
- a one-piece swimsuit for afternoon swims

Equipment Used:

Photocopy machine, printers, computers, and other office equipment.

Physical Aspects of the Job:

- Ability, both visual and auditory, to identify safety hazards and follow appropriate safety regulations and emergency procedures.
- Ability to effectively communicate orally.
- Ability to safely and properly operate computer and office equipment.

Typical daily schedule:

7:55am	Arrive and have breakfast in the office
8:45am	Practitioner Talk
9:00am-12:15pm	Various office tasks throughout the morning
12:15pm	Lunch - eat with other adult helpers or in the office
1:15pm-2:30pm	Various office tasks throughout the afternoon
2:30pm-3:30pm	Break including optional adult swim opportunity (includes time to change before and after free swim)
3:15pm-6:15pm	Various office tasks throughout the afternoon
6:15pm	Dinner - eat with other adult helpers or in the office
After dinner	Occasional help may be needed after dinner, but generally this is free time to enjoy evening activities, rest, or prepare for tomorrow's activities

Adult helpers will periodically have to help with dish cleanup after meals

A day in the life of an Office adult helper will include:

- answering phones
- taking messages
- taking care of staff checking out for days/evenings off
- keeping track of staff and camper store accounts
- sleeping bag rental distribution and collection
- email and mail delivery
- assisting the Office staff with whatever unexpected arise
- prayerful support of camp