



Job Description

SACANDAGA

Administration

Job Title: Clerk

Classification: Exempt (Seasonal)

Reports to: Camp Director

General Description: The Clerk coordinates the overall business operation of the camp, including purchasing, camp store, personnel record keeping, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team.

Qualifications:

1. Must be at least 23 years of age and completed three years of college. College Degree preferred
2. Current, valid ARC Community First Aid & CPR or equivalent is required. This course will be supplied during staff training.
3. Experience in business or office setting.
4. Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
5. Computer skills (Access Data Base, Camp Registration Software, Microsoft Office, Quicken)
6. Ability to work within a budget and purchase supplies efficiently.
7. Must demonstrate ability to accept responsibilities, to provide leadership and to supervise effectively.
8. Good character, integrity, and adaptability.
9. Ability to accept supervision and guidance.
10. Enthusiasm, sense of humor, patience, and self-control.

Specific Responsibilities:

1. Manage the daily operations of the camp business service.
 - a. Operate camp store including purchasing, inventory control, camper accounts, and record keeping.
 - b. Supervise staff assigned to assist in the store.
 - c. Manage overall finances of the camp store and inform camp director of income and expense status.
 - d. Manage incoming and outgoing mail.
2. Oversee the inventory and ordering of business, program, and office supplies and arrange for the routine maintenance of the camp business equipment.
 - a. Maintain inventory of office supplies and place appropriate orders.
 - b. Ensure office equipment is in good operating condition.
 - c. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
 - d. Manage petty cash, recommend purchases, and perform shopping function as needed for all camp supplies.
3. Manage all customer service and communication functions with customers and vendors.
 - a. Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions.
 - b. Refer concerns to camp director.
 - c. Assist in the management and record keeping of camper and staff information.
 - d. Assist camp director in the collecting and filing of human resource forms from camp staff.
 - e. Record, file, summarize, and prepare reports related to camper registrations.

Physical Aspects of the Job:

1. Ability to effectively communicate orally and in writing.
2. Ability to safely and properly operate business equipment.
3. Manual dexterity to utilize computer and other office equipment.

Supervision

This person is under the direct supervision of the Director.

Relationships:

Business Managers have a designated relationship with the maintenance department to assist in the proper and efficient operation of all business appliances. Identification of the relationship between the Business Manager and the Program Staff is important to ensure appropriate supplies are available for program events and activities of the camp.