



### Position Description

<b>Position Title: Secretary/Crafts</b>	<b>Date: June 2018</b>
<b>Salary Grade: Weekly</b>	<b>Division/Department: Pine Summit Camp</b>
<b>Employment Classification: Seasonal</b>	<b>Reporting Status: Program Director/Office Manager</b>

### Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Position Summary

As Secretary -

- Responsible for proper functioning of the summer camp office in a businesslike manner and giving organizational support to the Program Director and Program Team and Summer Registrar.

As Crafts -

- To further the mission of the camp through the development and delivery of arts and crafts activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the arts and crafts building and related equipment and supplies.

### Essential Functions

- Assist with and be involved with the supervision of campers at chapels
- Assist with and be involved with the supervision of campers at during Sunday Services
- Assist cabin leaders in the supervision of campers and participate/lead nightly cabin devotions.
- Assist with and be involved with the supervision of campers at during campfires
- When time permits, away from main responsibilities, be involved with cabin buddy assignment to assist with camper activities.

#### Secretary

- Assist in the direction, supervision, and organization of registering all campers in an efficient and thorough manner.
- Maintain high standards of health and safety and cleanliness of camp office area.
- Maintain records in an organized fashion, including but not limited to:
  - Alphabetical lists of camper applications and cabin lists.
  - Weekly reports/evaluations from counselors and program team.
  - Canteen records.
  - USDA forms.
  - Inventory of supplies and equipment.
  - Seeker forms.
- Oversee the operation of the canteen, under direction from the Camp Coordinator and in following the policy and procedures.
- Manage answering of the camp telephone lines and take proper messages.
- Prepare arrival and departure lists of campers.
- Assist in collecting any monies as necessary and ensure safekeeping in the safe.
- Assist the Program Team in organizing Emergency Drills and actual Emergency Procedures.

Craft Program

- Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers.
- Ensure that camp staff and campers know and follow safety and educational procedures
- Assist in the implementation of staff training for arts and crafts.
- Train other staff in their responsibilities at the craft house.
- Ensure campers and staff follow safety procedures.
- Assist counselors with the development of crafts for use by cabins and for special events.
- Assist in the management and care of the craft house and all craft equipment and supplies.
- Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events especially in the areas of decorations and costumes.

**Working Conditions**

Ability to walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis. Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead. Ability to operate computer, fax and telephone. Ability to lift up to 25 lbs. Will need to know how to safely use crafts items like glue guns, cutting boards, etc.

<b>Minimum Qualifications</b>	<b>Skills, Knowledge &amp; Abilities</b>
<ul style="list-style-type: none"><li>• Must be at least 18 years of age.</li><li>• Basic Office Skills and organization is a must.</li><li>• Good People, Communication, and Phone Skills</li><li>• Ability to accept supervision and guidance.</li><li>• Ability to exercise confidentiality</li><li>• Good character, integrity and adaptability.</li><li>• Enthusiasm, sense of humor, patience and self-control.</li><li>• Must submit health history record and examination form prior to first day of work.</li><li>• Experience in working with children.</li><li>• Current certification in first aid and CPR.</li></ul>	<ul style="list-style-type: none"><li>• Ability to communicate, participate and provide necessary instruction to campers and staff.</li><li>• Ability to enforce appropriate safety and emergency procedures.</li><li>• Visual and auditory ability to identify and respond to environmental and other hazards</li></ul>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This position description has been assigned to indicate the general nature and level of work performed by employees in this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all responsibilities and qualifications required of employees assigned to this position.