Job Description: Camp Clerk

Essential Functions: The Camp Clerk reports to the Business Manager and or the Director. The Camp Clerk must be organized and have a great working knowledge of Summer Camp operations. The Camp Clerk must possess good communication skills and be proficient with using Microsoft Word, Excel, Access, Publisher and Outlook.

Principle Responsibilities:
- Imputing inventory changes for the beginning and ending of the Summer Camp season.
- Compiling and organizing the opening and closing reports from the program areas in Camp.
- Ensure there are complete up-to-date lesson plans for every program area in Camp.
- Providing troops with the opportunity to write thank-you notes to people who donate money to Camp or to Hawkeye Area Council.
- Submit camping rosters to the Council’s Registrar.
- Sorting mail (as needed)
- Answering phones and taking messages as needed. In cases of emergency, delivering of those messages.
- Help to place orders via the Internet (as needed).
- Checking in visitors
- Assisting the Camp Director with the development of the National Standards Book for the entire summer camping program.
- Assist in the set-up and takedown of all campsite facilities.
- During the end of the summer camping season, complete a written close-out report of the Camp Office that should include; an inventory of all equipment, including equipment condition and recommendations for next year’s supplies. The report will be submitted to the Business Manager and or the Camp Director before leaving the camp property.
- All other duties as assigned.