



Tate's Day Camp

OFFICE ASSISTANT DUTIES

HOURS / SCHEDULE: Must be flexible. Work mainly from April until end of Camp (last of July/first of August). In April & May you will work mainly as needed. When camp starts - on Mondays you may have to come in by 8 A.M. and work late, but on the rest of the week you will probably come in at 10 A.M. and work until 6 P.M. This will be your schedule the first several weeks until things start getting slower. Then you may be coming in at noon or 1 P.M. on Tuesday-Friday. Mainly your duties will be to assist the Office Manager in anyway needed. We will never ask you to do anything we haven't done!

1. Answer the phone as a back up to the office manager, or when she needs some uninterrupted computer time. Learn as much as you can about the camp so you can answer questions but always ASK if you don't know, even if it means calling someone back later. Write any camp information request on the Green Sheet (call in listing).
2. Greet the customers as a back up. Always smile & be friendly. Keep office business confidential and keep all staff & camper information protected.
3. Filing and storage – staff forms, camper forms, lunch cards, health forms, and immunizations.
4. Make copies of standard documents such as lunch menus, health forms, etc. Watch for when we are running low on documents and make new copies as needed.
5. Take care of any children who come into the Clinic. We usually find out the problem – take their temperature, if needed. Give them Tender Loving Care and determine if we need to call Mom or just let them rest. We aren't able to stay with them in the clinic the entire time. We just make them comfortable and check on them often. For supervision, the door should remain open when a child is in the Clinic. Change sheets after each child leaves.
6. Learn where we keep all supplies so you can help the staff find anything and also let Marianne know if we are running out of something.
7. Become familiar with the database so you can assist in looking up information.
8. Learn to give tours of the camp.
9. Run errands that may include but are not limited to picking up the mail, getting the checks out of the tuition boxes, getting groceries, going to the Post Office, and other errands as needed.
10. Help check the Rosters and call campers that have not shown up on their assigned week.
11. Lunch Program – Learn about the menu and assist with tracking the lunch program.

12. Learn about ECO (Evening Camp Option) and Campouts and assist when needed.
13. Write receipts for any checks when requested, and for all cash payments.
14. Help with any mailings and shirt inventories.
15. Make phone calls to people who are late paying for their weeks.
16. Help keep the office clean and tidy – take trash out, clean bathrooms, vacuum, etc.
 - a. Gather and take trash out daily
 - b. Vacuum and clean bathroom floors
 - c. Clean commodes and counter tops and sinks
 - d. Keep refrigerator cleaned out and tidy
 - e. Keep front porch swept
 - f. Wash dishes
17. Call and check references for new hires.
18. Dress professionally – appropriately hemmed shorts, staff shirts, name tag. Shoes should be appropriate for walking around camp and giving tours.
19. Must be able to accurately count the daily money from the camp store.
20. Above all else – be punctual and dependable, have a positive attitude, ask questions when needed, greet all customers with the Tate’s magic that they’ve come to expect (on the phone and in person), take initiative and find jobs that need to be done, learn to anticipate the needs of Marianne and the directors, smile endlessly, and enjoy your job.