



"That I may know Christ." (Phil. 3:10)

Camp Receptionist Job Description

Reports to: Executive Director

Qualifications:

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates Christian leadership and responsibility.
3. Has graduated from high school.

Responsible for:

1. Answering all phone calls and connecting them to the correct person.
2. Familiarizing themselves with the scheduled activities for the week.
3. Greeting, signing in and directing all visiting camp parents.
4. Creating and distributing (with appropriate director approval) the **smoke signals news-letter** a minimum of one week prior to the week the letter addresses.
5. Creating and posting all **camp staff duty schedules** (am duty, lunch duty, prime time duty and pm duty).
6. Making sure all **extended care** time slots are covered by staff over the age of 18.
7. Theme week decorating (utilize instructors to help brainstorm and implement).
8. Being flexible in needed assignments given by camp directors.

Pre-Camp:

1. Attending all assigned orientation sessions.
2. Being spiritually prepared for camp.
3. **Prepare a brief session on duty schedules and extended care assignments.**

In-camp:

1. Must arrive at camp no later than **8:15am** and leaving no earlier than **4:15pm**.
3. Striving to be a leader in maintaining unity in Christ among staff members.
5. Meeting with the **Executive Director** for mid-summer evaluation.
8. Making opportunities to get to know counselors and Jr. Counselors and assisting them in any questions or problems which may arise (you are the hub of the camp).

Post-camp:

1. Returning any issued supplies to the camp office.
2. Meeting with the **Executive Director** for end of summer evaluation.

Compensation:

\$140.00/wk. + Support Raised

- All employees are strongly advised to participate in the **Camp Teekna Harvest Program** to raise additional monies to fund an increase in staff salaries. Donors can contribute to the salaries of an individual staff member or to the staffing fund as a whole.