

Office Assistant Job Description

The Office Assistant is responsible for the assisting the Camp Tekoa office staff including, but not limited to, picking up incoming & outgoing mail, packages & faxes at Camp Tekoa and at the post office and delivering them, lost & found items (locating, packaging, & mailing), filing, running copies, counting money, vending machine cash & drinks, distributing checks. The Office Assistant reports to the Director, Assistant Director, Business Manager, and/or Registrar/Administrative Assistant.

He/she is responsible for all camper mail/fax/package distribution. He/she also picks up & delivers supplies to & for the office staff, director, assistant director, and the arts & crafts staff.

Office Assistant Tasks

Sunday

1. Sunday night check-in: Mark packages & letters with group #. Sort packages into daily delivery bins in office. Sort letters by day, then by group #, then by last name and bind them with a rubber band. Put them into the daily delivery bins.
2. Collect money from the vending machine & put it in the safe. (Leave a change fund in the machine.) Refill the machine with drinks from the Business Manager's office. Leave note for Business Manager to let him/her know what drinks need to be ordered.

Monday – Friday

1. Check camper mailbox for outgoing mail. Review the mail to ensure that it meets postal requirements. If not, return it to the camper or counselor with a note explaining what they need to do. Deliver it with the lunch or dinner mail deliveries.
2. Go to the post office at approximately 10:00 a.m. Check with Registrar/Admin Asst & Business Manager to see if there are any special requests (e.g. purchase stamps, pick up camper prescription, etc.) and take money/checks to cover that purchase. Collect mail & pick up any packages at the counter. Return to camp and sort & deliver mail at lunch and dinner.
3. Take new Lost & Found slips & go through lost & found items for that week. Follow instructions on the back of the form (e.g. package for pick-up & call the parent, package for COD + \$5 shipment.)
4. Distribute faxes to camper mail accordion file.

Monday/Tuesday

1. Store Deposits: Count cash, checks, credit cards from store deposits and write amounts on the Store Report. Run copies of all checks. Stamp checks with "For Deposit Only" stamp. Put cash/coins into wrappers, as needed. Add columns of store logs to double-check reports.
2. Donation Jars & Boxes: Count money from donation jars & boxes. (Keep each fund (scholarship, cabin, staff appreciation) separate.) Run copies of any checks and give them to the Registrar/Admin Asst. Put cash/coins into wrappers, as needed. Put cash & checks into envelopes clearly marked with fund & the dollar amount.
3. Alphabetize completed, refunded camper store cards within group number.
4. Log & add up cash in the store card refund boxes.
5. Add up receipts (cash, checks, credit card receipts) from the Store Card table from Sunday night check-in. Compare totals to the total amount on the camper lists from the Store Card table. Deduct the beginning change fund and balance the cash & reports to each other.
6. Set up Dolly/Piggy's money for groups for the week.

Thursday

1. Wal-Mart/Sam's run: Check with Business Manager before each trip to see what is needed. The Business Manager will also have the nurse's requests. (Note: Supply runs are only made once a week, but exceptions are made for prescriptions or emergency supplies. Assistant Director, Program Assistants, and Arts & Crafts should put their orders in the Store Manager's office mail box prior to the supply run.) Store Manager will have faxed a request to Sam's Club; take a copy of the fax with you to check against the supplies.
2. Get money from the Business Manager to cover the purchases. Track money & receipts and verify everything before returning to the Business Manager. Sam's Club requires the Sam's card & a check!

Other duties as assigned.