**Administrative Assistant**

**Summary**: This position fills administrative tasks that help create a smooth camp experience. Only apply for this position if willing to fill it for at least 4 weeks.

**Duties**:

* Works with Directors to ensure staff are accounting for campers and safety at all times.
* Generate and distribute check in and check out rosters for camper arrival and departure, noting any anomalies and reporting anomalies to the ED
* Be present for each outtrip departing and returning, overseeing inventory check out and check in processes, and reporting any missing equipment immediately to the ED.
* Order supplies as directed, maintain supply inventory, assist Directors in ordering for camp, funnel all purchasing/ reimbursement through this position, keeping track of budget limitations and allocations.
* Ensure that accident/ incident log books are kept uptodate and report to the ED bi-weekly with all documentation.
* Assist the kitchen coordinator in ordering and storing food in the kitchen
* Work with cleaning, kitchen, maintenance and directors to maintain reports, inventories, go through checklists, etc.
* Ensure that outtripping debriefs are logged and report to the ED bi-weekly.
* Ensure that the check in/ out sheets are ready to go and in the proper binders prepared for opening and closing campfires and distributed to the staff responsible for them. Be aware of and record any anomalies and report these to the ED.
* Assist with the collection and verification of staff paperwork.
* Coordinate transportation needs when required
* Assist with general paperwork and compliance reports as needed.
* Answers phones/ voicemail, email as needed.
* Be present with children if they become ill or injured at camp in the office.
* Other duties as assigned