

**Responsibilities of the
Administrative Assistant**

The Administrative Assistant is responsible to the Camp Director and Program Director for the coordination and operation of all the clerical aspects of the Camp Office during the Summer Camp Program in accordance with the policies and standards of the Boy Scouts of America and the Northern Lights Council. The Administrative Assistant should have a good working knowledge of the Summer Camp operations and the aims and methods of the Boy Scouts of America. The Administrative Assistant should also possess good communication skills and be proficient in handling a multitude of situations.

The Administrative Assistant must:

1. Be a minimum of 16 years old (preferably 18)
2. Have or be willing to obtain registration in the Boy Scouts of America

Responsibilities of the Administrative Assistant are as follows:

1. Imputing inventory changes for the beginning and ending of the Summer Camp season
2. Imputing/printing out opening and closing reports for the program areas in Camp
3. Making sure that there are complete up-to-date lesson plans for every program area in Camp
4. Making sure that every Scout in camp is registered in the Boy Scouts of America
5. Providing Boy Scouts of America applications to those who are not registered in a Boy Scout troop
6. Providing troops with the opportunity to write thank-you notes to people who donate money to Camp or to Northern Lights Council by providing them with thank-you notes with address of these benefactors
7. Faxing other councils with rosters from our Summer Camp program
8. Sorting mail (as needed)
9. Answering phones and taking messages as needed
10. In cases of emergency, delivering of those messages
11. Calculating Order of the Arrow Participation Records for the Assistant Program Director
12. Help to place orders via the Internet (as needed)
13. Helping Scouts, Leaders, and Adult Volunteers with the Camps ever growing pile of lost and found during the Summer Camp season
14. Answering random questions of Scouts, Leaders, Staff, and Adult Volunteers
15. Checking in visitors
16. Phoning business's as needed
17. Helping as needed in other areas
18. On Thursday evening-collecting the Chapel offering from the Chaplain and locking into the safe or cabinet. Have Chaplain count this prior to giving it to you.
19. Receiving faxes and delivering them as needed. Health Officer related faxes need to be either hand delivered or rolled-up as to remain confidential.
20. Assisting the Camp Director with the putting together of the National Standards Book for the Summer Camp program.
21. Abiding by the Camp rules as stated in the *Staff Understandings/Policies* and the *Staff Manual*.