



Christian Church in Ohio

DISCIPLES OF CHRIST

A covenant network of congregations in mission:

We are the Body of Christ gifted and called in covenant together as Disciples of Christ to be centers of transformation on the new mission frontier of our own communities



Camp Christian Job Description

CAMP SECRETARY

Reports Directly to Camp Director

Essential Requirements:

1. Must be at least 18 years old.
2. Must be able to proficiently use computer and phone system.
3. Must be able to multitask.
4. Must have a valid driver's license and current insurance.
5. Must be able to drive (secure mail from Post Office and occasionally run errands)
6. Must be able to keep neat and orderly records.

Specific Responsibilities:

- Be available for training and camper registrations starting May 16th or as soon thereafter as possible.
- Be personable and courteous to campers, conferees, counselors, ADs, Directors and all who visit the grounds of Camp Christian;
- Register all Campers, Counselors, AD's, etc. in the CDM Database for each summer program
- Prepare needed registration materials for Chi Rho Camps and CYF Conferences. Assist Partnership Camp with registration if/when needed;
- Prepare and post necessary documents related to camp/conference programs;
- Prepare and make copies of forms needed for various camp programs;
- Communicate with pastors and/or churches on behalf of Director;
- Secure mail from Post Office, place in bins.
- Sort & wash lost and found items when necessary;
- Background check designated personnel (i.e. staff, counselors)
- Prepare health/ volunteer forms for staff;
- Follow Regional Church Office procedures when handling money;
- Be prepared to relay messages or deliver non-confidential written communications on behalf of the Directors of Chi Rho Camps and CYF Conferences. Messages to the following are included: ADs, Counselors, Supervisors, and Ministry Associates.)
- Keep the office and surrounding areas organized and clean (restroom cleaning is designated for maintenance staff).
- Control inventory of supplies making sure that there is enough for all of the program needs;
- Double check the CDM system for accuracy (i.e. attendance, addresses, emails, birthdays, churches).
- Other duties as assigned by Camp Director(s) and Regional Staff