

Lutheran Camping Corporation of Central Pennsylvania
Job Description
Summer Secretary / Registrar

Job Relation: Responsible to the camp director and/or the office manager of the Camping Corporation.

Job Definition: Responsible for all office work assigned by the office manager.

Professional Qualifications: Ability to type, ability to use office equipment, telephone skills, sales and accounting skills.

Personal Qualifications:

1. Personal commitment to Jesus Christ.
2. A desire to serve God through the synod's camps.
3. Emotional stability and maturity of judgment.
4. Pleasant personality; enjoys meeting people.
5. Ability to place needs of campers over personal desires and convenience.
6. A willingness to work hard and cooperatively with others.
7. Ability to efficiently use office equipment, i.e. - adding machine, computer, copier, fax machine, etc.

Performance Responsibilities:

1. Participate in registration of campers.
2. Helping close out accounts on Saturday.
3. Handling new registrations, answering telephone, typing letters, copying, billing and deposits, and store management.
4. Additional duties may be assigned which are more directly related to camp program, i.e. - participation in worship, all-camp activities, etc.

Some Criteria for Evaluation:

1. Accepts and performs assigned tasks willingly?
2. Is the office neat and orderly?
3. Are statistics kept up-to-date?
4. Is the billing of churches current?
5. Are cabin lists being prepared?
6. Is public appearance pleasing?
7. Is telephone manner pleasing?
8. Is the store in good order?