



Summer Secretary

Job Description

Position: Summer Secretary

Responsible To: Camp Director

Weekly Base Pay: \$435.00

Time Commitment: 8 Weeks

Qualifications:

1. Has a sincere love for the Lord and a desire to see campers know and grow in Him.
2. Is in agreement with New Life Island's philosophy.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is flexible and willing to work with campers and other staff members.
5. Is willing to forego personal rights for the common good of the camp and campers.
6. Has interest and competence in carrying out administrative tasks.
7. Exhibits a warm and friendly personality.
8. Experience with computers, and specifically Microsoft programs (Outlook, Word, Excel, PowerPoint), is a valuable asset.

Responsibilities:

1. Be a witness for Jesus Christ in all words and actions.
2. Help develop a Christ-like, servant atmosphere in the work area.
3. Aid in keeping the office clean and neat at all times.
4. Answer general camp questions via phone and email, and forward messages as necessary to appropriate recipients.
5. Retrieve and sort camp mail on a daily basis.
6. Oversee the camp's registration system, including managing reservations, assigning camper lodging, sending regular emails, and preparing necessary reports.
7. Assist in checking campers in and out on Sunday and Friday evenings.
8. Give devotion guides, cabin rosters, and camper evaluation sheets to counselors, medical reports and cabin inspection sheets to the Nurse, and appropriate schedules and rosters to various staff at Sunday staff meeting.
9. Manage store cards: help prepare them on Sunday, calculate remainders on Friday, and sell store cards to staff throughout the week.
10. Sort camper evaluations, record totals, provide to Director, and then file accordingly.
11. Be ready as a designated 911 caller.
12. Help prepare guest rooms for speakers and nurses.
13. Be cheerful and friendly to everyone, fulfilling all reasonable requests.
14. Be ready to assist in whatever way needed, including running errands off the island.
15. Depending on staffing, supervise the Snack Shop and cleaning crews.
16. Be ready and willing to help with tasks not included in this job description!

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