

Job description

Camp Boggy Creek

Job Summary:

The Summer Receptionist primary responsibility is to be the communication hub for Camp during Summer Camp sessions; including but not limited to, communicate via radio to various Camp Departments, take messages for Pride Leaders and document in the parent communication book, and provide an atmosphere for developing good morale, wellbeing and teamwork among the Camp Family.

Essential Duties & Responsibilities:

- Answer phones professionally and direct caller appropriately
- Notify EMS when instructed
- Proficient with fax, copier and printing machines in copy room
- Assist with filing camper and volunteer files
- Assist with making name tags, camper packets etc. As instructed by Camper Recruiter
- Become familiar with Camp Boggy Creeks Emergency manual
- Ensure campers/staff comply with signing in when seeking medical care
- Assist in coordination of campers to be seen by medical staff on camper arrival day
- Ensure incident reports are completed when required and given to Medical Director
- Assist with assigning lockers to program staff and document for tracking
- Demonstrates Camp values, standard of conduct and maintains a positive professional relationship with staff, volunteers, families and campers.
- Complies with camp programming policies, procedures, American Camping Association standards, Seriousfun Children's Network criteria and all other laws, state and industry regulations.
- Perform other duties as assigned by Nurse Director.

Education & Experience:

- High School degree or GED
- A minimum of two years medical office administration experience or related experience preferred
- Excellent communication and interpersonal skills
- Strong organizational and problem solving skills
- Basic Microsoft Office skills required

- Proven ability to manage multiple work tasks effectively
- Capable of answering phone with multi-lines
- Ability to work throughout Summer Duration (June – August)

Physical/Mental Requirements:

- This is primarily a sedentary role; therefore, long periods of sitting are required
- Intermittent physical activity, including but not limited to bending and reaching
- Evening and weekend hours are required
- Working in a camp setting which requires exposure to environmental hazards including hot and humid temperatures, inclement weather, insects and natural Florida wildlife
- Work schedule includes weekdays and weekends/holidays as needed to support camp programs, events and other camp activities.
- Ability to lift and carry up to 25 lbs.

Immunizations are required for the position

Job Types: Part-time, Temporary, Contract

COVID-19 considerations:

COVID-19 protocols and precautions in place, including masks, social distancing and daily health screenings are required.