

	<h2 style="margin: 0;"><u>Camp Clerk</u></h2>	<h3 style="margin: 0;">18+</h3>
	<p>Admin Staff</p>	
<p>Reports to: Business Manager or other Camp Admin as assigned.</p>		
<p>Objective: To manage and supervise the camp office in a professional, "Scoutlike," and efficient manner.</p>		
<p>Requirements for hire: Have skills in filing, copying, typing, and other office skills. Must be in good standing with the Boy Scouts of America, Conquistador Council, and Wehinahpay Mountain Camp.</p>		
<p>Preferences for hire:</p>		
<p>Specific Responsibilities:</p>		
<p>The Camp Clerk assists in efficiently running the camp's front office and acts as a customer service representative for campers and visitors under the purview of the camp's administration. Specific responsibilities include:</p> <ol style="list-style-type: none"> 1. Assist in the set-up and take-down of a quality Camp Headquarters. 2. Controlling the use of the Maddox office by use of campers, visitors, and staff members. 3. Maintaining good housekeeping practices within the Maddox office and its facilities. 4. Opening and closing the camp office on schedule as set by the camp administration and serving all persons in a friendly and courteous "Scoutlike" manner. 5. Supervise the operation of the camp's phone system, especially in a time of emergency. 6. Compile the weekly unit check-out packets. 7. Assist in the data entry and report generation of merit badge and rank advancement information. 8. All other duties as assigned. 		