

## **Camp Tekoa Summer Postmaster Job Description**

The Summer Postmaster is a vital role in the work of Camp Tekoa. Using his/her unique gifts, they will work directly with the other summer and administrative staff to bring about a well-organized summer camp. The Summer Postmaster reports to the Business Manager, Executive Director, Assistant Director and the Camp Registrar.

### **Characteristics**

1. Love of God and desire to live out the mission of Camp Tekoa
2. Organizational skills
3. Ability to work in a team setting and support others
4. Advocate for children and their camp experience
5. Skilled at personal interactions and communication
6. Helpful attitude

### **Responsibilities**

1. Assist with check-in and check-out
2. Pick up, organize and distribute mail and camper emails
3. Prepare and deliver camper gift bags
4. Support the work of the Business Manager and other office staff with filing, mail, paperwork, etc.
5. Prepare & ship online store purchases
6. Sam's/Walmart/Dollar Tree etc. trips
7. Office supplies organization
8. Check shipments that arrive at camp against packing slips. (office, store, program)
9. Other trips as needed (pick up prescriptions or special purchases, take or accompany sick campers or staff to Urgent Care, etc.)
10. Assist in any other way possible to promote the mission of Camp Tekoa
11. Other duties as assigned

### **Specific Duties**

#### **Sunday**

1. Sunday check-in: Gather change funds, cash boxes & pockets for the Store Card/Gift Bag table. Set up the table for check-in. After check-in bring everyone from the table to the Business Manager's office to do the deposits.
2. Get the laptop for credit/debit card purchases. (You will probably be the person operating this at the Store Card/Gift Bag table.) Process the amounts for the camper store accounts and put the amount on the Store Card spreadsheet/report.
3. After check-in and deposits, gather the Sunday night counters & count all of the deposits from Sunday night AND from the safe to ensure that everything matches. The following things are done by the counters:
  - a. Add up receipts (cash, checks, credit card receipts) from the Store Card/Gift Bag table from Sunday night check-in. Compare totals to the total amount on the camper lists from the Store Card table. Deduct the beginning change fund and balance the cash & reports to each other.
  - b. Store Deposits: Count cash, checks, credit cards from store deposits and snack table deposit and write amounts on the Store Report. Run copies of all checks. Stamp checks with "For Deposit Only" stamp. Put cash/coins into wrappers, as needed. If the store log is manual, add columns to double-check reports.
  - c. Donation Jars & Boxes: Count money from donation jars & boxes. (Keep each fund (scholarship, cabin, staff appreciation) separate.) Run copies of any checks and give them to the Registrar/Admin Asst. Put cash/coins into wrappers, as needed. Put cash & checks into envelopes clearly marked with fund & the dollar amount.
  - d. Snack & Drink Table Deposit: Count & log money from the Saturday Snack & Drink deposit. If their logs are manual, add up the columns & double-check amounts.
  - e. Log & add up cash in the store card refund boxes.
  - f. Note: You will have someone else check deposits that you have done.

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4. After check-in: Set up Dolly/Jack the Dipper/Aunt Sue's money for groups for the week. If there is anyone going out on Monday, put the envelope in the pocket in the copy room. Put all others in the safe in the Dolly's box.
5. After check-in: Mark packages & letters with group #. Sort packages into daily delivery bins in office. Sort letters by day, then by group #, then by last name and bind them with a rubber band. Put them into the daily delivery bins. You can grab support staff, staff assistants and/or CITs to help with this. Do this in day order so if you don't finish it, you will have the first part of the week ready for delivery.

### Monday – Friday

1. Label the camper emails with their group numbers & put in divided file.
2. Check camper mailbox for outgoing mail. Review the mail to ensure that it meets postal requirements. If not, return it to the camper or counselor with a note explaining what they need to do. (Deliver it with the regular camper mail.)
3. Go to the post office at approximately 10:00 a.m. Check with Registrar/Admin Asst & Business Manager to see if there are any special requests (e.g. purchase stamps, pick up camper prescription, etc.) and take money/checks to cover that purchase. Collect mail & pick up any packages at the counter. Return to camp and sort mail.
4. Deliver office mail.
5. Deliver staff mail to their mailboxes in Little Lodge.
6. Divide camper mail into delivery bins for later.
7. Finish mail sorting in the bins if not already finished.
8. Check to see which groups will NOT be at evening mail & move that group's mail to the next day they will be here.
9. Evening mail delivery: Take that day's bin with all mail sorted to the store. Also take emails. Give mail to group's FGL when they come to the store window.
10. If we aren't delivering mail as in #9, deliver it however we are doing it. 😊

### Monday/Tuesday

1. Prepare camper gift bags for delivery on Tuesday (1<sup>st</sup> half mini-campers) or Tuesday/Wednesday (all other campers except 2<sup>nd</sup> half mini-campers.) They will be delivered with the evening mail.

### Wednesday

1. Help the store manager during mini-camp check-out, if needed.
2. Get change fund and store card/gift bag lists for mini-camp check-in. Work the store card/gift bag table for check-in.
3. Prepare 2<sup>nd</sup> half mini-camper gift bags to deliver on Thursday. Put in the Thursday mail bin.
4. Get on the radio once or twice and remind support staff to add their supply needs to the Walmart/Sam's list.
5. Deliver camper gift bags with the evening mail. Ask person doing the announcements to remind support staff to put their requests on the Walmart/Sam's list.
6. Put the labels on the camper postcards & band them by group. Deliver to staff mailboxes on Friday. (This can be moved to Thursday or Friday if that works better. Note on the assignment list the date delivered and returned. See Saturday tasks.)

### Thursday

1. Wal-Mart/Sam's run: Check with Business Manager before each trip to see what is needed. The Business Manager will also have the nurse's requests. (Note: Supply runs are only made once a week, but exceptions are made for prescriptions or emergency supplies. SPTs, A&C manager, kitchen, etc. should put their orders on the legal pad in the Store Manager's office mail box prior to the supply run.) Store Manager will have faxed a request to Sam's Club; take a copy of the fax with you to check against the supplies.
2. Get money from the Business Manager to cover the purchases. Track money & receipts and verify everything before returning to the Business Manager. Sam's Club requires the Sam's card & a check! (When you return, get staff to help with bringing in the Sam's supplies so the supplies won't be in the heat. You can radio the request & ask office staff.)

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### Friday:

1. Help Store Manager with offering and refunds, if needed.
2. Make sure that the vending machine is plugged in after Closing Campfire & Candlelight! If you are not here, ask someone else to do it so the drinks are cold for check-out & for the staff for the weekend.

### Saturday:

1. Set up coolers for drinks for Snack & Drink Table. (Fill with water to ensure they will be cold.) Set up candy & snacks.
2. Get the laptop for the spreadsheet for the purchases.
3. Get the change fund & box.
4. Make sure you have a helper.
5. If needed, get someone to help in the store.
6. Input sales in Snack & Drink spreadsheet.
7. Count the proceeds & make sure it matches the spreadsheet. Deposit the cash.
8. Gather the different donation jars/boxes. Count each fund separately & make a deposit for each.
9. Gather the completed postcards from staff & mark that they have turned them in. Put that list in the Finance Assistant's mailbox.

### General Office & Store:

1. Check office & medical supplies (or other supplies) that come in against the packing slips that come with the shipment. Deliver the program supplies or let the resource know they are here. Deliver the medical supplies to the infirmary. (Note: Check with Head Nurse to see if she wants to handle the medical deliveries another way.)
2. Put away or deliver office supplies.
3. Keep counters & office supplies neat in copy room & mail area.
4. Count store supplies that are delivered. Label & fold shirts.
5. Help keep attic clean and organized. Keep gift bag area organized.
6. Pick up shirts from local businesses.
7. Shredding and other miscellaneous office duties.

### During staff training there will be other assignments:

1. Organize and stock the infirmary with requests from Head Nurse.
2. Prepare staff and bus first aid kits. (Note: This might be done by Head Nurse, but you can help. You can get additional help with this, but make sure you are there when they help.)
3. Help with store and attic organization & cleaning. Set up the gift bag area for yourself.
4. Help with Staff Paperwork day.
5. Help with Finance Training for support staff.
6. Help with Payroll Training/Tax Form day.
7. Help with Store rotation, if needed.
8. Help with International Tax Form/Payroll Training day.
9. Help with Staff Assistant Tax Form/Payroll Training day during S/A training week.

### Miscellaneous:

1. Serving line when assigned for meals.
2. Help Assistant Director & Intern if needed.
3. Drive or ride with campers or staff going to urgent care.
4. Lost & Found

### **Other duties as assigned by Admin Staff!**