

## Job Description

**Position: Activity Window Person**

**Reports To: Campus Director**

### **Duties & Responsibilities:**

\*Responsible for being friendly, gracious and helpful to our guests at all times. (Greet & welcome all guests to Camp Sunshine).

\*Always smiling & Cheerful 😊

\*Sweep Shuffleboard and Mini-Golf Course when necessary.

\*Responsible for locking Activity office door and window at the end of the day.

\*Responsible for signing out equipment, keys, etc. to guests and counselors (Archery key should not be signed out to any guests and only at scheduled archery times).

\*Sign out consists of the following information: name, suite number, equipment signed out, time signed out, time signed in.

\*Responsible for making sure that the Activity Office is kept neat, clean and organized. Should also, make sure counselors are putting equipment back and in the right spots, when returning it.

\*Responsible for sweeping Activity Window deck area.

\*Responsible for helping to weed gardens in front of Activity Window (circular garden, plants by picnic area, etc.).

\*Inflate balls when needed.

\*Responsible for making sure that broken equipment is not put back into service and that the Campus Director is made aware of any items/equipment needing to be replaced.

\*Responsible for learning basic facilities, locations, layout of campus and activities of the camp, in order to answer any questions that a guest or counselor may have.

\*Responsible for being aware of the emergency communication system and use of the walkie talkie.

\*Responsible for logging any complaints, or problems brought to the Activity Window...and notifying the Campus Director, Family Coordinator, or Asst. Campus Director.

\*Responsible for looking professional, neat, clean and in a volunteer t-shirt.

\*Responsible for filling in at various events from time to time and when scheduled (extra duties). (ex. Help a day camp, assist with food service, assist with evening activities, etc.)

\*Responsible for adherence to all rules, regulations and policies of the camp.

\*Responsible for other duties that may be assigned from time to time.