

Administration Center Clerk

The administration center clerk is responsible for the day-to-day operation of the ad center, including greeting visitors, answering the phones, and relaying communications. He/she reports to the business manager.

Minimum Requirements:

- At least 16 years of age.
- Be a registered member of the Boy Scouts of America.

Important Qualities:

- Personal and physical fitness.
- Sincere desire to help the Scouts and the troops.
- Ability to get along with people.
- Basic clerical skills.
- Desire to maintain standards.
- Imagination and originality.
- Demonstrated ability to work as a team member.
- Customer service background.

Specific Duties:

- Answer incoming calls and help callers get any questions answered.
- Greet visitors and make sure they are properly checked in.
- Call all units prior to arrival at camp to confirm information.
- Maintain accurate records of attendance.
- Maintain accurate records of merit badges.
- Relay any necessary radio communication.
- Be familiar with the reservation emergency procedures and help with communication as necessary.
- Handle incoming and outgoing mail and see that it is properly delivered.
- Perform other duties as assigned by the business manager.