



Job Title: Office Manager
Classification: Nonexempt (*Seasonal*)
Reports to: The office manager will report directly to the camp director.
Salary Range: \$225-260 per week
Note: This position does require pre-camp work.

Position Purpose:

To manage the varied office duties related to camp's operation. To serve as frontline staff for parents, deans, nurses, and visitors.

Essential Job Functions:

1. Create and foster an atmosphere of friendliness and hospitality in the main camp office to ensure an enjoyable experience for staff, campers, and guests.
2. Perform various clerical and communication duties including copying, proofreading, typing, and data entry related to camp operation.
 - ◆ Use CampBrain to help with registration, reports, and more
 - ◆ Serve as receptionist in the main camp office.
 - ◆ Collect and distribute mail daily. Add correct postage to outgoing camp mail and send mail daily.
 - ◆ Manage camp's general email account
3. Prepare, conduct, and supervise check in and check out
 - ◆ Prepare necessary materials
 - ◆ Assign and supervise staff
4. Monitor weather conditions and let staff know of important developments
5. Purchase supplies as necessary.
 - ◆ Purchase supplies on camp credit card from stores in town or online.
 - ◆ Keep receipts and add to DropBox.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Additional duties as assigned.

Relationships:

The office manager will communicate with the camp director to ensure the safety and effectiveness of the camp office and administrative parts of camp.

It is important that the office manager communicate and plan with the both the camp and conference center staff to ensure effectiveness.

Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.

- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

The office manager will serve as a member of program staff.

Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively participate in staff meeting and communicate any office/administrative needs.
- ◇ 9:00 am - Activity 1: Conduct general office work.
- ◇ 10:00 am - Activity 2: Conduct general office work.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Conduct general office work.
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion - Conduct general office work.
- ◇ 1:30 pm - Rest Period: Break
- ◇ 2:30 pm - Afternoon All-Camp: Conduct general office work. If none, assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
 - The office manager will complete general office work during this time.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
 - The office manager will complete general office work during this time.
- ◇ 5:30 pm - Cabin Time: Conduct general office work.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 8:00 pm - Staff Meeting: Actively participate in staff meeting and communicate any office/administrative needs.
- ◇ 8:30 pm - Complete any office work necessary for the following day.