

OFFICE MANAGER

DESIRED QUALIFICATIONS

- Be 21 years of age or older.
- Have knowledge and experience using computers, cash registers and other office equipment.
- Possess good interpersonal skills.
- Have ability to communicate clearly in person, by telephone, radio, PA system, or in writing.
- Have excellent organizational and managerial qualities.
- Have a love for children and a desire to work in a camp setting.
- Adaptable, enthusiastic and trustworthy.
- Ability to handle sales and reconcile store accounts by keeping accurate records.
- First Aid and CPR strongly encouraged.

RESPONSIBLE TO CAMP DIRECTOR AND CONFERENCE SECRETARY

This person reports directly to the conference secretary and camp director and must be at camp for orientation and training.

CAMP GOALS

- To coordinate the events of various departments, to assist with communication on the campground, and to operate the camp store in keeping with the camp philosophy, and by keeping accurate records of purchases, sales and camper accounts.

GENERAL RESPONSIBILITY

- To oversee the smooth running of the camp office and the camp store.
- Secretarial work as indicated by the Camp Director.
- Supervise the operation of all activities of the office.

SPECIFIC RESPONSIBILITY

1. Assist the camp director in setting up and running the camp office.
2. Know and assist in maintaining the paperwork for stat regulations and ACA requirements for camp.
3. Maintain office hours from 8 AM – 1 PM and 2 – 6 PM.
4. Answer phones, taking accurate and complete messages if the party is not able to take the call.
5. Pick up the mail and sort it on a daily basis, take outgoing mail to mailbox for pickup.
6. Check for any camper emails on the website and print them out for distribution.
7. Distribute mail to camp staff mailboxes.
8. Type up any schedules, cabin rosters and class attendance rosters each week.
9. Announce over the PA the start of each class and give a ten-minute and five-minute warning before each class ends.
10. Know the procedure for emergency codes (red, blue, yellow, and green) and assist the camp manager with emergency code and rescue drills.
11. Keep the camper pick-up list and cards for use when parents pick up their children.
12. Keep inventory of office supplies and notify the camp director.

13. Control who may enter the office and use the area and office equipment.
14. Responsible for registration on Sundays.
15. Collect camp fees at registration, calculate and turn in to conference treasury for processing.
16. Register all guests who come, giving them a tag to wear and accept meal payments from guests and give them a meal pass and notify the cafeteria of guests.
17. Make a work schedule of office personnel responsible for covering phone from 8 AM – 10 PM.
18. Keep the office and restrooms neat and orderly at all times.
19. Thoroughly clean all offices, hallway and restrooms each Friday afternoon by dusting and vacuuming, disinfecting, sweeping and mopping.
20. Care for lost and found items laundering them when necessary.
21. Keep camp director informed of the store's financial status.
22. Supervise and train cashiers to run the camp store efficiently.
23. Balance the cash and account cards at the end of each day.
24. At least once per week, turn in money received to the conference secretary to take to treasury.
25. Place orders for store supplies and stock items keeping within budget.
26. Maintain accurate records of campers' store accounts and refund money left on accounts at the end of each camp week, and have the campers' parental signatures on account cards.
27. Pack up all office materials and supplies when season ends putting the room back in order.
28. Turn in staff payroll figures to the conference office treasury office for processing.
29. Assist the camp director by keeping accurate records of finances and expenditures, while making sure each department stays within the allotted budget.
30. Keep the camp director informed of the budget status in each department.
31. Working closely with the camp director, review departmental expenditure requests, approving those which are necessary and within budget.
32. Supervise payment of camp bills as approved by camp director or appropriate personnel.
33. Turn in all invoices to be paid to the conference treasury office.
34. Process orders for camp supplies.
35. Attend Administrative Council.

ESSENTIAL FUNCTIONS

Ability to manage a busy office with a variety of responsibilities such as typing, answering telephones, communication to all areas of the camp using technical equipment and have knowledge and ability to use office equipment, ability to drive to pick up supplies, carry and load supplies, keep accurate financial records, oversee all camp store function, and maintain inventory and store cleanliness.