



## Office Manager Job Description

Responsible to: Director of Camp and Assistant Director of Camp

### **Camp Office Manager**

*Age Requirement:* Minimum of 21 years of age

*Education:* Bachelor's degree

*Experience:* 3 years teaching or camp experience

### General Responsibilities:

- Any necessary duties related to establishing and supporting a friendly Reception area for camp families including, but not limited to:
  - Telephone
  - Responding to voicemail and email
- Maintain attendance records of campers in groups, including arrival and dismissal changes
- Work closely with the Operations Coordinator to ensure camper dismissal records are accurate
- Work closely with the Specialist Unit Head to develop weekly schedules for camp groups and specialists
- Work closely with Director of Camp to ensure payroll is completed on time
- Identify and manage environmental and other hazards related to camp
- Monitor attendance (regularity and promptness) of camp groups
- Monitor and ensure compliance of the respective area to American Camp Association and state/local standards
- Supervise and mentor counselors when able to
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures when necessary
- Turn in inventory and store camp equipment at end of season
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Assist with camper arrival and dismissal procedures
- Participation in pre-camp Fairs and Open Houses
- Participation in staff training sessions and staff meetings
- Observation and Appraisal of Counselor and Specialist staff
- Other duties assigned as needed

Please print your name, sign and date below.

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Print Name

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Signature

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Date