



“That I may know Christ.” (Phil. 3:10)

Office Manager Job Description

Reports to: Director of Summer Programs

Qualifications:

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates good Christian leadership and responsibility.
3. Must have graduated high school (preferably perusing or in possession of a degree in an administrative field or education).
4. Has a minimum of 2 years' experience working in a summer camp setting (or equivalent experience elsewhere).

All Camp Staff are responsible for:

1. Providing campers with a safe, enriching and rewarding Christian camp experience.
2. Developing the spiritual life of campers through conducting themselves in a Christ like manor.
3. Striving to maintain unity in Christ with all staff members.

Pre-Camp:

1. Attend all assigned orientations meetings and activities.
2. Being spiritually prepared for camp.
3. Being physically fit for the heavy demands of camp.
4. Prepare a pre-camp session on your position and the way you can be an asset for the rest of the summer staff on a daily basis.
5. Meet with the Director of Summer Programs for a pre-camp check in.

In-Camp:

1. Arrive at camp no later than 8:00am and leave no earlier than 4:15pm.
2. Attend and contributing to weekly leadership meetings.
3. Work in conjunction with the Director of Summer Programs and the Administrative Assistant to ensure the smooth operation of camp.
4. Managing the camp database system (camper accounts, entering paper registrations, tracking extended camp attendance and payments, tracking payments, following up on payment concerns, applying refunds, etc...).
5. Answering all camp phone calls and directing them to the correct personnel if necessary.
6. Displaying and distributing camper rosters and staff schedules each week.
7. Coordinating all camper check in and check out procedures each day.
8. Coordinating Monday morning registration.
9. Designing and distributing weekly Smoke Signals newsletters.
10. Gathering all receipts and Purchase Requisitions for approval by the Director of summer Programs.
11. Sending out mass and individual communications as needed.
12. Coordinating with KSA and Excel coaches and teachers to ensure the smooth operation of the camp overall.

13. Coordinating shuttle transportation whenever needed.
14. Performing other basic tasks as assigned by the Director of Summer Programs.
15. Meeting with the Director of Summer Programs for mid-summer evaluation.

Post-camp:

1. Working with the Administrative Assistant to close out all camper accounts.
2. Meeting with the Director of Summer Programs for end of summer evaluation.