



“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 pursuing or in possession of a degree in an administrative field or education).
4. Has a minimum of 2 seasons’ 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 manner.
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. 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 4:30pm.
2. Work in conjunction with the Director of Summer Programs to ensure the smooth operation of camp.
3. 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...).
4. Answering all camp phone calls and directing them to the correct personnel if necessary.
5. Displaying and distributing camper rosters and staff schedules each week.
6. Coordinating all camper check in and check out procedures each day.
7. Designing and distributing weekly Smoke Signals newsletters.
8. Sending out mass and individual communications as needed.
9. Performing other basic tasks as assigned by the Director of Summer Programs.
10. Meeting with the Director of Summer Programs for mid-summer evaluation.

Post-camp:

1. Close out all camper accounts.
2. Meeting with the Director of Summer Programs for end of summer evaluation.

