



# Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | [oregonjcc.org](http://oregonjcc.org)

## Job Announcement

**Job Title:** Summer Day Camp Office Manager

**SCHEDULE:** Orientation June 20th to 23rd, Camp runs June 26th to August 18th. 35-40 hours/week, Varying Shifts between hours of 7:30 am to 5:45 pm.

**PAY RATE:** \$19/hr

The MJCC is open to everyone of all backgrounds!

Make the most out of your summer at the MJCC! The MJCC Day Camp is seeking enthusiastic, patient, hard-working staff members to serve as camp counselors this summer. The MJCC Summer Camp provides campers with the ultimate summer experience!

- Inspire our new campers as they experience summer camp for the first time
- Exercise and hone your leadership skills as you build relationships and lead and create programming for campers
- Be part of the trailblazing group of staff who will establish the foundation of Jewish Day Camping in Portland for years to come!

**TO APPLY:** Apply online at our website: [www.oregonjcc.org](http://www.oregonjcc.org) (select "About Us," then select "Employment").

Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland, OR, 503.244.0111.

**JOB SUMMARY:** The Office Manager will be responsible for running and directing the MJCC Day Camp Office and will fulfill numerous secretarial and administrative functions.

**TYPICAL EXAMPLES OF WORK:** (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may be assigned to perform.)

- Be familiar with, abide, and enforce the personnel, safety and program policies of camp.
- Process camp registrations and camper paperwork. Send email confirmations and schedules to enrolled campers for upcoming weeks.
- Send updates, notifications, and other correspondence to camp families via email.
- With Camp Manager, maintain the MJCC Camp social media to ensure it's up to date.
- Answer customer questions and inquiries by email and phone.
- Maintain systems for camp files and record keeping. Maintain inventory of appropriate supplies for camp programs; order or obtain additional supplies as necessary.
- With Camp Manager, coordinate and oversee internal Day Camp paperwork and communications.
- Oversee and manage paperwork flow between Day Camp Office and other MJCC departments, including accounting, membership, and facilities.
- Coordinate and maintain camps' promotional photography archive. Assign photography responsibilities to other camp staff.
- Assign work to additional office staff and oversee this work.
- With Camp Manager, aid in compiling resources for other camp administrators and program specialists.
- With Camp Manager, compile and prepare materials for the Staff Training binder.
- Take on miscellaneous secretarial responsibilities as necessary.
- Attend or participate in camp wide events as time permits.

**QUALIFICATIONS:** (Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Knowledge of MS office applications and database systems
- Strong organizational and time management skills; knowledge of age appropriate children's activities in a camp setting;
- Ability to work comfortably, tactfully and courteously with children, parents and other staff;
- High levels of enthusiasm, energy, and compassion.

- Strong communication skills
- Ability to follow and uphold all safety and security rules and procedures
- Completion of freshman year of college or 18 years of age is preferred
- Ability to pass fingerprint background check, must be completed before the first day of camp.
- First Aid and CPR certifications (adult and child) are a condition of employment and preferably obtained or current by the first day of camp.
- Three summers' experience in camp program development and delivery OR a satisfactory background in recreation, education, and child development.
- At least two years' professional experience working in elementary or early childhood education preferred.

**PHYSICAL REQUIREMENTS + WORKING CONDITIONS:** Work involves working indoors and outdoors in an environment that is quite noisy and busy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be exposed to a variety of environmental elements, including: dust and noise. Physical exertion required, including: lifting, climbing, bending, squatting and reaching.

**ABOUT US:** Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

THE MJCC and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. MJCC is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.