

The Camp Office Manager directs the overall business operation of the camp, including the business management aspects of camp and camp board execution. This includes the documentation of camp policies and procedures, insurance and state filings execution, the oversight of inventory documentation coordination of camp and board activities, as well as ancillary purchasing, Facebook communications, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team.

Essential Job Functions:

1. Oversee/Assist with the timely administration of cyclical duties which camp is dependent upon to stay operational.

- Insurance Policy Review and Renewal
- State Filings – Non-Camp Director Co-ordinated
- State Reporting – Non-Camp Director Co-ordinated
- Cyclical Billing and Payment – Campsite, Go Daddy
- Mail Receipt and appropriate processing
- Additional administrative functions as needed

2. Oversee and maintain reference information that describes the people, processes, jobs, agreements and technologies leveraged by HC4H Camp.

- Maintain a repository supporting all relevant Camp & Camp Board documentation
 - Licensing agreements
 - Domestic water & pond sampling records
 - Food Licenses
 - State Filings
 - Software/Hardware/Office Management Vendor Agreements
 - Board lists – committee, contact information, term definition
 - Bylaws
 - Employment Contracts
 - Office Equipment / Program Contracts and Warranties
 - Board and Committee Meeting Notes
 - Additional documentation as necessary

3. Co-ordinate/Assist with cyclical activities in concert with Camp Board members, Directors and Staff

- Board meeting dates and locations
- Board member terms and contact information
- Alumni mailing information
- Camp Work Weekends, Teen Weekends, Open House & Volunteer Registrations

4. Ensure Committee and Board progress on required tasks are executed in a timely fashion

- Ensure Committees are staffed, identified gaps
- Track Committee commitments and influence progress
- Track Board commitments and influence progress
- Review Secretary notes for accuracy and timely delivery

5. Oversee the compilation of infrastructure inventory and ordering of business, program, and office supplies and arranges for the routine maintenance/replacement of the camp business equipment.

- Maintain overarching Camp inventory and maintenance/replacement schedules.
- Ensure office equipment is in good operating condition, engage committee support when necessary
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- Manage petty cash, recommend purchases, and perform shopping function as needed for all camp supplies.
- Assist with Camp Store monitoring and inventory

6. Manage all customer service and communication functions with customers and vendors, as required by the Board Committees.

- Act as point person, coordinator when discussions / issues between 3rd parties and camp need to occur (lawyers, vendors, committee chairs)
- Aid in answering support questions/phones and e-mail communications related to camper registrations, parental and general camp operational questions, in conjunction with Camp Director & Registrar
- Manage camper emails throughout the summer.
- Update/Monitor Camp Facebook/Website page consistently with appropriate timely messaging.

7. Assist in the management and record keeping of camper information.

- Record, file, summarize, and prepare reports as necessary for Camp Staff and Director.
- Gather and Distribute incoming mail.
- Coordinate online camper evaluations.

Other Job Duties:

The Office Manager participates in duties such as board meetings and special celebrations. The Office manager will participate in other duties as assigned to help plan and implement a successful camp program.

Relationships:

The Office Manager has an open line of communication with the Camp Director, Staff and the board to assist in the proper and efficient operation of all camp business practices. On-going communication with the board / staff is imperative to ensure appropriate information is shared for program events and general activities of the camp.

Equipment Used:

Computers, printers, scanners, copier, fax machine, and telephones.

Qualifications

Requirements:

- Must be 21 years of age
- Mature and professional
- Enthusiastic attitude
- Experience in business or office setting.
- Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
- Ability to learn computer programs to add efficiency
- Experience using Microsoft Excel and Word.
- Accuracy in detail.
- Good time management skills.
- Valid Driver's license.
- Willingness to visit camp and work irregular hours.
- Background with HC4H Camp a plus

Physical Aspects of the Job:

- Ability to effectively communicate orally and in writing.
- Ability to safely and properly operate business equipment.
- Manual dexterity to utilize computer and other office equipment
- Ability to lift shopping related items