

## **Athens YWCO Camp for Girls Summer Office Manager**

### **Job Description**

Be in charge of the camp office, working closely with the Director. Be on the camp leadership team with the other activity directors.

### **Qualifications**

Minimum 21 years of age

Organizational, administrative, and supervisory skills

Excellent communication skills, both written and oral

Ability to work with and supervise peers

Ability to take guidance and supervision

Must have good character, integrity, physical and mental health, adaptability, enthusiasm, patience

### **Responsibilities**

Run the camp office smoothly and efficiently

- Answer phones- take messages from parents, relay accurate information, answer questions, be a friendly voice on the phone

- Manage petty cash

- Sort and distribute camper mail and email

- Organize and send out camper postcards each session

- Supervise office helpers

- Order supplies for activities with assistance of Program Director

- Complete activity report at the end of the summer

Organize camper information

- Record registrations and update database

- File camper information

- Assist in coordinating off-camp trips

- Organize camper t-shirts

- Assist with opening and closing day

Be in charge of the camp store

- Train the CITs to run the store effectively

- Keep up with camper spending

- Order inventory as needed

As a member of the Leadership Team, the following is expected

- Live with other members of the Leadership Team

- Conduct yourself as a role model for cabin counselors

- Be a part of planning and carrying out special programming

- Assist with duties assigned to the Leadership Team

- Be a driver for off-site trips (not required)

- Participate in all night programs, meals, and camp events

Responsible to Program Director, Assistant Director and Director