



## Volunteer Staff Position Description

**Position Title:** Office Manager

**Responsible To:** Camp Director and Assistant Camp Director

**Qualifications:**

- Knowledge and experience with office equipment and procedures, and purchasing
- Ability to supervise the work of others
- Ability to communicate with and work alongside other leaders
- Highly motivated
- Good organizational skills
- Camp experience preferred
- Ability to remain calm in spite of enormous pressure
- Willingness to assume responsibilities on behalf of the camp as directed
- Supportive of the camp mission

**General Responsibility:** Primarily responsible for coordinating daily office tasks and keeping camp informed

**Specific Responsibilities:**

- Maintain camp records (staff and camper files, camp contracts, etc.)
- Serve on committee to assign campers and staff to housing
- Work with Facilities Services Coordinator to coordinate arrival and departure procedures
- Coordinate the distribution of resources to staff and campers (T-shirts, binders, handbooks, dorm supplies, etc.)
- Work with office staff to answer phone calls, receive forms and announcements
- Be able to provide information and answers in response to questions from staff, campers, parents, and visitors
- Maintain staff sign-out and visitor sign-in sheets
- Develop and enforce office policies regarding staff use of equipment, phones, money, etc.
- Maintain and distribute secure office items including keys, radios, etc.
- Receive purchase requests and order approved items
- Receive and distribute announcements
- Keep staff informed with memos, announcements, and other communication
- Maintain and distribute necessary paperwork (surveys, sign-ups, evaluations, etc.)
- Distribute nomination forms for and print end-of-session awards
- Work with Media Services Coordinator to update and revise forms, awards, and printed materials, as warranted
- Appropriately inventory office-related supplies and make purchases of necessary items
- Properly maintain and monitor office equipment and plan for storage during the year
- Coordinate and compile inventory documentation for all departments by asking department leaders to maintain and update inventory for their department
- Maintain a clean, organized, and safe office environment
- Provide training and instruction for Office staff
- Evaluate each Office staff member at end of session
- Maintain a positive, upbeat and professional atmosphere
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Provide input to Core Planning Team regarding policy and administrative decisions
- Assist camp leadership in other duties as called upon