

Office Managers

Office Managers are responsible for keeping the camp office organized and running smoothly. Office Managers answer all incoming phone calls and serve as the first point of contact for parents who are calling camp about their children. They are responsible for mail management, maintaining files and camp paperwork, and reconciling camper, cabin and bus lists in the online database each session. Office Managers work directly with the Camp Director and administrative staff as well as with all members of the camp community, including camp staff and NYC office staff. They will also assist with various tasks around camp as needed.

Position Specific Requirements:

- Must have prior experience working in an office with strong phone skills
- Exceptional organizational, professional and interpersonal skills a must
- Driver's license preferred
- Must be willing to work with children
- Bilingual language skills are a plus

Summer salary: Commensurate with experience plus room and board

Please see the next page for a detailed job description.

Office Manager

Responsible to: Camp Director

Qualifications

1. Age: Must be at least 18 years of age.
2. Education: High school graduate.
3. Experience: Must have experience working with children.
4. Personal: Good health, emotionally mature and a willingness to work under supervision to accomplish the FAF's objectives.

Responsibilities

1. Maintain office services by organizing office operations and procedures; sorting mail correspondence; designing filing systems; reviewing and approving supply requisitions.
2. Answer the phone in a professional manner and provide information to parents, camp staff, and other callers as needed.
3. Relay important information to the Camp Director or other appropriate Administrative staff.
4. Update and reconcile campers in cabins and on buses in the Flive system.
5. Prepare arrival and departure days paperwork.
6. Coordinate with the Operations team to ensure completion of orders, requisition of supplies, and any other required paperwork/forms (such as parking permits).
7. Support the Administrative team with special projects.
8. Maintain yearly records including, orientation schedules and workshop designs, staff lists, camper reports, among other things.
9. Communicate with other camps to coordinate the use of shared supplies.
10. Responsible for daily meal counts for the USDA Food Service Program.
11. Keep the office organized.
12. Run special event classes with campers.
13. Manage the call back system between Administrative Staff and parents

Working Conditions

1. Time off will be arranged by Camp Director.
2. Housed in campstead with other camp staff.