

Office Manager Performance Profile

Office Manager Skills:

- Sees paperwork and organization as a central point to the successful running of a busy camp, and finds joy in these processes
- Is happy about spending significant time on a phone and computer, and equally thrives on the opportunities available (usually twice a day) to teach activities to campers.
- Is a logistical wizz and excellent communicator: knows how to use excel, and adapts easily to other database software programs
- Strong, friendly communication skills that embody Augustan values - written and verbal
- Happy to work independently (self-directed), and also values teamwork and collaboration
- Ability to focus on tasks with high productivity in a noisy, widely-used office environment

Office Manager Tasks:

- Manages the connection between parents and camp. As the first line of connection, the office manager knows camp well, offers reassurance, is kind and firm regarding camp policy and defers specialized questions/requests to the necessary role.
- Camper registrations are complete and paid for on time, due to the successful planning and organization of the Office Manager. Staff paperwork is all received on time, and is complete, with all background checks done before staff arrive.
- Communicates regularly with the bookkeeper - reconciling the database program receipts to our accounting records
- Manages the camp store - will handle the organization, inventory, reordering and the finances of the store.
- Organizes each session's cabin assignments based on parent and camper requests, and a set of parameters in place to maximize the camp experience for all campers. Meets as many needs as possible, and remains flexible to change.
- Engages with the rest of the camp community to offer fun, memorable experiences even beyond the realm of the Office Manager
 - Teaching activities, auction prizes, special wake-ups, cabin activities