

Camp Augusta: Office Manager

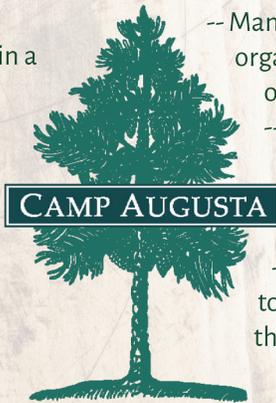
The Office Manager is the main hub for communication between parents and camp. Their responsibilities include answering phone calls and high volumes of email, organizing camper and staff paperwork, communicating with the bookkeeper, being the phone-voice of camp, using spreadsheets, and much more. This position helps create the possibility of camp magic in so many ways. In addition to their office duties, the Office Manager will teach one or two activities daily. A high level of customer service, multitasking ability, and attention to detail make a successful candidate. Availability in the pre and post-seasons is preferred.

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 wizard 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
- Engages with the rest of the camp community to offer fun, memorable experiences even beyond the realm of the Office Manager



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