How to Apply
Complete employment application at https://prettylakecamp.campbrainstaff.com or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 17, 2020.

Job Title
Summer Office Manager

Responsible To
Camp Director

Summary
The Summer Office Manager assists with any clerical and telephone needs to support the camp program.

Required Qualifications
1. Minimum of 21 years of age or older.
2. Sufficient visual, auditory, communication and cognitive abilities to communicate with parents, guardians or groups attempting to contact the Pretty Lake Camp.
3. Knowledge of computer systems and software.
4. Strong organizational, communication and written skills.
5. Comfortable making 100+ phone calls each week to camper families.

Preferred Qualifications
1. Experience in working with children.
2. Leadership experience.
3. Ability to learn and use office equipment such as Camp Brain, copy machines, etc.
4. CPR, AED and First Aid certification.
5. Valid Driver’s License.

Essential Functions
1. Assist the administrative staff with filing and managing camper paperwork, phone calls, and other necessary duties.
2. Receive and follow general instructions.
3. Sufficient cognitive ability to use good judgment in situations which will require confidentiality, customer service and professionalism.
4. Represent the Pretty Lake Camp professionally at all times.
5. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
6. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
   a. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
   b. Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
   c. Ability to have support from family or friends outside of Camp.
Use of cell phone only during two hours off each day.
Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. The Office Manager must:
   • Assist in organizing and arranging camper applications.
   • Handle all office needs as assigned by the administrative staff.
   • Handle all camp paperwork as assigned.
   • Answer telephone calls when administrative staff are out of the office or on the other line.
   • Maintain and organize camper applications.
   • Assisting in the ordering and inventory of the office supplies.
   • Keeping confidential information in confidence in terms of what may be heard or seen while working in the office.
   • Assist in handling all incoming and outgoing camp mail and email for campers and summer staff.
   • Assist in photograph taking, maintaining photos and working on the display boards in the office.
   • Assist in promoting camp on social media platforms.
   • Call each camper family 1 week prior to camper attending camp.
   • Update CampBrain during arrival as campers check-in and updating camper photos on CampBrain on day 1 of each session.
2. Make certain that customers that call or visit are comfortable and have all questions answered. If there are questions the Office Manager cannot answer, they are to direct the customers to another staff member.
3. Respect the confidentiality of campers relating to issues such as health, behaviors, and other situations that may arise.
4. Ensure all weekly forms are ready for the next session at the end of current session.
5. Know when to ask for assistance and support fellow staff.
6. Assist in planning weekend activities and other special events as needed.
7. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
8. Other duties as assigned.

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