



Creating Space...

...to experience creation, build community, provide refuge, encounter God, and transform lives.

### **CAMP HEALTH & ADVENTURE PROGRAM OFFICE MANAGER**

Tilikum Day Camp & Adventure Program  
OPENING DATE: October 15  
EMPLOYMENT PERIOD: Full time May-August

#### **QUALIFICATIONS/REQUIREMENTS:**

- Christian commitment and lifestyle consistent with Tilikum's Lifestyle Policy as described within the job application.
- To have education and/or experience in the medical field
- Attitude of flexible, dependable service, consistent work ethic and a commitment to Tilikum and its ministry goals.
- Willingness to do minor, necessary and sometimes dirty details.
- Be at least 3 years out of high school or junior status in college, preferably with at least one summer served on Tilikum Summer Staff
- Good physical condition including the ability to manage rugged terrain and lift 50 pounds.
- Ability to work effectively, creatively, and enthusiastically with a variety of ages, both children and adults, with a heart for middle and high school youth.
- Proficiency in operating word processing, spreadsheet and database software.
- Possess a working knowledge of general office procedures
- Strong communication/facilitation skills for effectively teaching staff, calling parents, and giving clear
- Apply principles of logical thinking to identify needs, solve problems, and interpret policies and procedures.
- **Licenses or Certifications Required Before Hiring:** Current First Aid/ CPR/AED certification preferred.

#### **RESPONSIBILITIES:**

##### **Health Management**

Evaluate, inventory, and organize all first aid kits around camp.

Create first aid supply order list.

Make sure the documentation forms in first aid books are replenished. Process forms as they are filled out.

Organize and manage the distribution of camper medications according to Tilikum's procedures

Administer first-aid to campers.

##### **Program Development (January thru May)**

Contribute to Camp Program Director and On-Site Directors discussion on camp theme, curriculum, activities, staff training, etc. beginning in March.

Camp set up & deep cleaning projects as necessary.

Assist in evaluation of overall Adventure Program.

##### **Office Management**

Communicate effectively and courteously with others, including campers, counselors, parents, and staff, in a spirit of teamwork, respect, and customer service.

Coordinate check-in and check-out every day with Summer Camp Office Manager.

Work with Summer Camp Office Manager to make sure general office area is cleaned and straightened daily.  
Work with Program Director, Main Office personnel and On-Site Director with the various tasks of QUEST and High Adventure Camp management

**Registration**

Collect camper registration forms and sort into camper groups.

Manage the early release schedule and coordinate who will pick up the campers at various times.

**Normal Workweek Schedule**

On High Adventure Camp weeks, staff will supervise campers from Monday morning through Thursday afternoon. Meals and lodging will be provided during each session. Friday is a work day to complete tasks that improve Tilikum.

On Day Camp/Quest weeks, staff will be at camp morning until late afternoon each day.

**COMPENSATION:** Salary dependent upon experience starting at \$3,400 + Summer housing

**REPORTS TO:** Camp Program Director