



Creating Space...

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

SUMMER CAMP OFFICE MANAGER

Tilikum Day Camp

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.
- 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 one year out of high school, preferably with one summer on Day Camp Staff.
- Good physical condition including the ability to manage rugged terrain and lift 50 pounds.
- Ability to communicate effectively, creatively, and enthusiastically with a variety of ages, both children and adults.
- Ability to coordinate administrative tasks in an organized, efficient manner. Detail oriented.
- Proficiency in operating word processing, spreadsheet and database software. Possess a working knowledge of general office procedures.

RESPONSIBILITIES:

• Office Management

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

Greet campers, counselors, etc. and direct them to the appropriate person or place.

Make sure general office area is cleaned and straightened daily.

Answer and process incoming phone calls.

Administer first-aid to campers as necessary.

Work with Camp Program Director, Day Camp Registrar, Front Office personnel and On-Site Directors with the various tasks of Day Camp and Adventure Program management.

Create printed documents for summer camp use

• Registration/Check out

Supervise Monday morning registration at camp with Registrar. Collect camper registration forms and sort into camper groups.

Create groups and assign volunteer counselors to groups

Sort and organize forms.

Calculate camper attendance during camp.

Supervise daily check out procedures.

Track volunteer counselor dates of work and hours.

• Program Development

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

COMPENSATION: Salary dependent upon experience starting at \$3,400 + Summer housing
REPORTS TO: Camp Program Director