

# Office Manager

## Position Overview

The office manager provides excellent customer service to all camp participants, oversees lodging facility logistics, and supports the Red Shirt team with leadership, encouragement, and a servant's heart. The responsibilities of the office manager include but are not limited to the following:

## Office Manager Responsibilities

- Attend summer staff training in Colorado (beginning late May)
- Set up, oversee, and tear down camp office, maintaining a friendly, welcoming, organized, efficient environment for participants and staff
- Provide excellent customer service to all participants, lodging facility staff, and Red Shirt staff team
- Maintain camp paperwork including confidential participant documents and end-of-camp reports
- Train, oversee, and support volunteer facility team member and office team member
- Oversee camp store sales, including inventory and payments
- Invest in youth leaders and youth. Build and maintain positive relationships at each camp
- Work closely and effectively with the Red Shirt staff team by supporting and encouraging them
- Build positive relationships with the local staff and cosponsor, thanking them for partnering with us to serve the community
- Resolve camp issues swiftly and effectively with the guidance of the camp director
- This position includes the responsibility of tracking and reconciling purchases made on a company credit card on a weekly basis.
- As well as adhering to company budgeting guidelines.

## Physical Requirements

- Able to lift objects up to 50 pounds
- Capable of working (walking, standing, sitting, etc.) for 10-14 hours per day
- Prepared to work busy camp days with an average of 5-6 hours of sleep per night