

Office Team Member

Position Overview

The Office Team Member serves and supports the Office Manager by assisting with the camp store and engaging participants in the camp office. The responsibilities of the Office Team Member include but are not limited to the following:

Office Team Member Responsibilities

- Review all volunteer training resources provided online prior to camp
- Provide excellent customer service to all camp participants, lodging facility staff, and Red Shirts
- Assist in the office by fielding participant questions, answering phones, organizing forms, and helping with other office projects
- Work alongside the Office Manager to manage the camp store
- Help maintain the lodging facility by monitoring trash and cleanliness of common areas and restroom areas if needed
- Commit to developing relationships with participants, Red Shirts, lodging facility staff, Cosponsors, and members of the community
- Serve and support the Office Manager and Camp Director
- Attend nightly staff meetings

Physical Requirements

- Able to lift objects up to 30 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