

Job Description Administrative Staff

Summary/Objective:

As a member of our administrative team, you will play a pivotal role in ensuring the effective operation of our camp program while encouraging staff growth and professional development. Reporting to the Camp Director and Assistant Camp Director, you will supervise and support unit staff while promoting the camp's mission and goals. Your responsibilities include but are not limited to administrative tasks, staff/camper support, health and safety, and program coordination.

You are/ You have:

- Proven, effective communication skills with diverse age ranges and skill levels.
- Cognitive and communicative ability to manage multiple camp areas/ tasks.
- Working knowledge of common camper illnesses and sanitation.
- Ability to identify and inspect facilities and respond to hazards while maintaining supervision.
- Willingness to safely drive a passenger vehicle with passengers.
- Ability to think and act calmly in a crisis.
- Able to maintain accurate and legible records.
- Excited to develop, implement, and adjust informal instruction of a variety of program areas.
- A love for all things camp!

Reports to: Camp Director/ Assistant Camp Director

FLSA Status: Seasonal- Exempt

Essential Functions:

Physical/ Mental Demands:

- Live in a variety of quarters with other staff outdoors which may include, but not limited to directly on the ground, primitive camping, rustic cabins, or dormitory cabins.
- Must possess strength and endurance, and emotional well-being required to maintain supervision of campers.
- Seated computer work up to 3 hours at a time.
- Ability to go without personal electronic devices for several days at a time while on duty.
- Prolonged standing, some bending, stooping, climbing, and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor and camp equipment.
- Ability to lift up to 40 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-5 miles per day.

Administrative

- Manage office tasks, supplies, sales, and oversee camper and staff supervision.

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- Maintain accurate rosters and necessary forms for camp sessions.
- Collaborate with the Camp Director on timely completion and/or submission of purchase orders, receipts, and invoices.
- Coordinate camp staff payroll submissions.
- Communicate effectively via phone, email, and online tools.
- Coordinate online communication through blog posting, Facebook management, etc.

Program

- Organize all-camp activities and session-specific support.
- Create program binders with activity and lesson plans.
- Collaborate with Unit and Program Instructors to plan girl-driven, safe, creative, and educational programs for campers.
- Ensure facility and equipment usage aligns with session goals.
- Encourage staff and campers to take risks and seek challenges.

Staff and Camper Support

- Regularly and consistently provide supervision, guidance, and feedback to staff.
- Foster staff unity through team-building activities.
- In coordination with Camp director or Assistant camp director, assist in staff training and weekly meetings.
- Coordinate staff evaluations and ensure proper unit placements.
- Oversee dining hall operations and handle conflict resolution when needed.
- Assist with conflict resolution in units when needed.

Health and Safety

- Step in when necessary to aid the Health Supervisor.
- Instruct emergency procedures and understand roles of crisis management.
- Ensure all activities adhere to safety standards.
- Maintain cleanliness and health standards across camp.
- Support medical transportation as needed.

Required Education and Experience Qualifications:

- Preferred 21 years of age.
- At least one season (six weeks) of camp experience.
- Third-party documentation of skills and experience in program areas within the past three years.
- First Aid and CPR certification (provided at staff training).
- Current driver's license, safe driving record and willingness to drive a passenger vehicle is a plus.
- 6-day work week with weekends required. 24-Hour break period.
- This position is designated as a safety sensitive position.

This role ensures a successful camp experience, focusing on safety, program quality, and staff support.