

## **Job Description Administrative Staff**

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### **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 a diverse range of age and skill levels.
- Cognitive and communication ability to manage multiple camp areas and tasks.
- Working knowledge of common camper illnesses and sanitation.
- Ability to 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 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

**Pay:** Weekly rate of \$640-\$768

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### **Essential Functions:**

#### **Physical 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 50 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-6 miles per day.
- Mental and emotional ability to appropriately handle sensitive and/or confidential information.

### **Administrative:**

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- Manage office tasks, supplies, and oversee camper and staff supervision.
- Maintain accurate rosters and necessary forms for camp sessions by utilizing the camp registration system.
- Handle camper mail distribution.
- In coordination with the Camp Director or Assistant Camp Director, assist in staff training, weekly meetings, and post camp clean up and inventory.
- Coordinate camp staff payroll submissions.
- Collaborate with the Camp Director on timely completion and/or submission of purchase orders and receipts.
- Maintain confidentiality and professionalism when handling sensitive information.
- Communicate effectively via phone, email, and online tools.
- Provide exceptional customer service to caretakers, camp staff, council staff, and vendors.

### **Program:**

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

### **Staff and Camper Support:**

- Regularly meet with the Camp Staff Team and provide guidance and feedback.
- Foster staff unity through team-building activities.
- Coordinate staff evaluations and ensure proper unit placements.
- Oversee dining hall operations.
- Address conflicts between staff and/or campers with caretakers as needed.

### **Health and Safety:**

- Instruct staff and campers in emergency procedures.
- Support the Health Supervisor in maintaining a safe and healthy camp environment.
- 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.
- Must be fully vaccinated against COVID-19 and able to provide written proof at the time of hire.
- 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).

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- 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 given weekly.
- This position is designed as a safety sensitive position.

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