



## Office Specialist Job Description

**Reports to:** Camp Directors

**Job Purpose:** The Office Specialist participates as a member of the Program Team to provide a safe and fun experience for all Camp Mak-A-Dream participants, volunteers and staff. This position manages the day-to-day operations of the Camp Office, Camp Store and coordinates the check-in process on arrival day of each session, as well as assists other Program Team members with all-campus evening activities.

### **Office/Camp Store Coordinator Responsibilities:**

- Manage daily office tasks (phone, email, mail etc.)
- Coordinate and process campers' check-in procedure - including travel communications, file photos, calls home, checking in valuables such as cell phones, money, etc. and coordination of the return of valuable items, remaining money and other checked-in items on last full day of each session.
- Work closely with Brand Development Manager with regard to management of the camp store - including inventory, maintenance and balancing of cash, check and credit card transactions, as well as all camper and staff accounts.
- Manage Camp petty cash system, gift card check-out process and any monetary transactions; track and record receipts for purchases made by staff members.
- Work in collaboration with Volunteer Director on volunteer check-in process (paperwork, travel plans, t-shirts, schedules, housing details, etc).
- Work in collaboration with Camper Manager on camper information management. (Database, files, etc.)
- Maintain office area – including general cleaning, inventory and supplies within a set budget; coordinate phone coverage and time off schedule with Coordinators and Camp Leadership, while paying special attention to safety and risk management issues. Bring any issues or concerns to the immediate attention of the Camp Leadership.
- Assist Photo/Media Specialist, Coordinators and Camp Leadership on photo management and posting to social media platforms and camera check-out process (camper loaner cameras) as needed.

### **Program Team Responsibilities:**

- Actively participate as a member of the Program Team in leading all daily and evening activities.
- Arrive on time to daily morning meetings and actively participate in the discussion of issues and problem-solving strategies.
- Adhere to and enforce safety rules for all camp activities both on and off campus.
- Maintain adequate staff/camper ratio during all camp activities.
- Communicate with Camp Leadership regarding any risk management issues that arise during camp (medical, safety, facilities, psychosocial etc.) or any general issues, needs or concerns.
- Learn and assist in implementation of Camp emergency procedures.
- Lead and participate in all-campus and optional activities with the rest of Program Team (such as campfire, adventure course, campout, evening programming, games, butte hike, horses).
- Actively participate in volunteer training and/or camper rotations as needed.
- Serve as back up cabin staff as needed.
- Provide guidance and encouragement to all campers, volunteers, and staff to enhance a supportive environment.
- Actively participate in and reside on campus for all of staff training. Remain on campus on the last day of each session until all campers have departed and campus is clean and prepped for the next session, unless other arrangements have been approved by Camp Leadership.
- Live in the staff cabin and assist in keeping it neat and clean.

- Adhere to the seasonal contract and rules, regulations, and policies with a positive attitude.
- Perform other duties as necessary.

**Requirements and Qualifications:**

- Previous experience handling money, working in an office setting and/or strong organizational skills preferred
- Previous experience working with children, teens, and young adults preferred
- Must be available to start May 30 and work through August 6
- Must be able to navigate campus without assistance, lead and assist campers around campus, lift 40 pounds, work long hours