

EAGLES/EDGE

AT ST. JOHN'S PREP

Camp Office Manager

Position Purpose:

The Office Manager is a key position at camp- they manage the communication hub for camp, assist parents with registration issues, and help maintain accurate daily attendance.

Essential Job Functions:

- Maintain a friendly and concise communication relationship with families, staff and campers. Manage camp phone, email, registration system and social media accounts.
- Serve as the late check in/early dismissal hub
- Effectively utilize camp radios and text/phone options to connect with staff about camper information
- Maintain accurate rosters and attendance lists for campers and staff. Must learn to work comfortably with our camper registration system.
- The office manager supports camper accounts and billing during the summer.
- Serve as camp liaison to facilities, security and EMS
- Attend daily staff meetings
- Preference for staff that can work before camp begins and after camp ends in flexible time to manage some camp communications.
- Assist with some camper management, as office is hub of incident management for medical and behavioral issues.
- Reports to Camp Director.
- Works 8:30- 4:15pm, with a half hour on camp break

Other Job Duties:

Depending on the age group or specific area of camp, corollary responsibilities may exist for equipment management and/or travel or camper extended day programs.

Relationships:

The camp manager works with every group at camp- leadership, aquatics, physical plant, campers, parents, faculty and staff.

Qualifications:

A Bachelor's degree in a related field (education, management, psychology, or other) and at least 5 years working with children and prior experience supervising staff. Preference for candidates with extensive camp or large program experience.

Physical Aspects of the Job:

Camp Christopher is a 170-acre camp, with 2 pools, seven fields, and countless hills. Some camps travel off campus, trekking or climbing. Candidates must be able to maintain an active walking presence on camp, move equipment, and maintain energy during long days outdoors. The camp day is 8:45-4pm, but extended programs and staff meetings happen before or after camp.

Want to learn more? Check out our [Join Our Staff](#) site for more information. Interested candidates are asked apply at <https://eaglesedge.campbrainstaff.com/>. Questions can be directed to Laurel Grady at eaglesedge@stjohnsprep.org

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