

Roanoke Christian Camp

Job Descriptions

Job Title: Office Manager

Reports to: Camp Manager

Position Purpose:

The office manager assists the camp manager in overseeing the business operation of the camp on a year-round basis. The office manager must be able to work independently and as a team with guidance from the camp manager and Board of Directors. The office manager maintains all financial records for the camp. The office manager must fully believe in the mission of the camp to ensure its success and growth.

Essential Job Functions:

1. Manage daily business operations of the camp.
 - Manage Camp Brain operations.
 - Manage all financial records.
 - Maintain deposits and donations.
 - Manage payroll and tax information – file W2's and W3's yearly; Payroll Liabilities and File Sales.
 - Input data into QuickBooks.
 - Handle NSF's and financial relationship with outside parties.
 - Prepare Treasurer's Report and P&L's for monthly Board of Directors Meeting.
 - Assist camp manager in generating yearly budget.
 - Coordinate and schedule retreats and camp rentals.
 - Manage incoming and outgoing mail.

2. Manage all customer service and communication functions with supporting churches, families and outside vendors.
 - Answer phone calls and emails related to camper registration, general camp operations and future endeavors.
 - Help maintain camp social media ensuring that supporting churches, families and outside vendors are up-to-date on camp news.

- Create promotional print publications to generate future interest in the camp.
 - Refer all concerns to camp manager.
3. Manage record keeping of camper and staff information.
- Maintain files, general records, data file documents, correspondence, forms, reports, manuals and other materials.
 - Record, file, summarize and generate reports for related to camper registrations.
 - Assist camp manager in creating, distributing, collecting and filing of applications for summer staff.
 - Prepare for check-in/check-out (*during summer sessions only*).
4. Manage inventory for camp sessions and office.
- Ensure office is fully stocked and place appropriate orders.
 - Ensure office equipment is in good operation conditions.
 - Perform shopping functions as needed.
 - Manage inventory for camp T-shirt sales.
 - Coordinate with cook to conduct accurate food orders (*during summer sessions only*).
 - Prepare camp T-shirt for check-out (*during summer sessions only*).

Other Job Duties:

1. Collaborate with camp manager and/or Board of Directors on business strategies.
2. Perform any other duties assigned by camp manager and/or Board of Directors.

Relationships:

1. Summer Staff:
 - The office manager has a relationship with the summer staff to guarantee proper usage of camp equipment, facilities and supplies. If any problems arise in their interaction with the Summer Staff the camp manager is to be notified immediately so he can properly handle the situation. Summer Staff will notify the office manager when they are in need of a product that ensures the safety and cleanliness of the camp.
2. Camp Manager

- The office manager and the camp manager must work well together to ensure that the decisions made by the Board of Directors effectively take place. The office manager will report directly to the camp manager.

3. Board of Directors

- The office manager serves as treasurer for the Board of Directors. He/she must attend monthly board meetings to present the financial reports for the month.

Qualifications:

- High school graduate with 2-3 years of clerical or office support experience.
- QuickBooks experience or familiarity is helpful.
- Effective communication skills are important as the office manager communicates to supporting churches, families and the community on a regular basis both written and orally.
- Self-motivated with the ability to work alone.
- Highly organized and able to multi-task effectively.
- Flexible with the ability to perform physical task as required.
- Must work well under direction of the camp manager.

Hours and Compensation

Standing office hours will be maintained.

Pay Rate: 30hrs weekly (\$20,000 annually)

Paid Holidays: 6/hr per vacation day

- New Year's Day, MLK Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day

Paid Vacation - 30 hours yearly