



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CAMP PEPIN

PROGRAM STAFF – OFFICE MANAGER

THE DETAILS

- **POSITION TYPE:** LEADERSHIP TEAM
- **WAGE:** \$400 PER WEEK + ROOM AND BOARD
- **DATES:** JUNE 1 TO AUGUST 15

PREFERRED QUALIFICATIONS

- 20+ YEARS OLD
- EXPERIENCE WITH CUSTOMER SERVICE
- PROFICIENCY WITH COMPUTERS/MICROSOFT OFFICE APPLICATIONS

RESPONSIBILITIES

- **PARENT COMMUNICATION** – SERVES AS THE MAIN CONNECTION BETWEEN PARENTS AND CAMP STAFF THROUGH EMAIL AND PHONE
- **CAMP STORE MANAGER** – MANAGES INVENTORY OF CAMP STORE AND CAMPER ACCOUNTS; OPERATES CAMP STORE DAILY
- **FORMS, SCHEDULES, AND ROSTERS** – COLLECTS AND ORGANIZES ALL FORMS REQUIRED FROM FAMILIES AND STAFF, CREATES AND PROVIDES SCHEDULES, AND PROVIDES ROSTERS FOR ALL STAFF



DESCRIPTION

There are tons of things that contribute to a successful summer at Camp Pepin – arguably some of the most important work is done behind the scenes and in the office. While the majority of staff are out and about working with kids, the Office Manager works with the Camp Director to keep everything running. Customer service skills are crucial when communicating with parents about any questions or concerns they may have, as well as assisting with any registrations or payments during the summer.

One significant responsibility of the Office Manager is the collection and organization of documents from families, such as health forms, activity preferences, or camp store payments, and providing that information to the necessary parties (kitchen staff, camp nurse, counselors, etc.). Camp Pepin is accredited by the American Camping Association, who requires detailed documentation of most areas around camp. The Office Manager is irreplaceable in this process, by making sure all necessary documentation is being completed on time by camp's staff. This includes all evaluations, logs, inventories, reports, and more. The Office Manager will also assist in the creation and distribution of each week's rosters and schedules. Additionally, Camp Pepin's store is the domain of the Office Manager, who is responsible for its inventorying, operation, and organization.

Although the Office Manager is not directly responsible for camper supervision, the Office Manager is encouraged to participate in the daily happenings at camp in order to connect with the staff, campers, and our mission. Because the tasks of the Office Manager are not limited to a specific time of day, it is necessary that they live at camp for the summer to be able to address any needs or issues as they arise. That being said, there is the opportunity for a summer of fun working as the Office Manager for Camp Pepin.

START YOUR APPLICATION TODAY AT
REDWINGYMCA.ORG/CAMP-PEPIN-EMPLOYMENT

QUESTIONS? CONTACT EBURTON@REDWINGYMCA.ORG