Office Manager

Reports to: Camp Director

Location: Camp Office

Position Summary

The Office Manager provides a positive customer experience for campers and visitors. The position maintains the camp office as a consistent communication hub and camp control center, and serves as an administrative assistant and collaborator for camp operations.

Qualifications

- Must be at least 18 years old.
- Must be a registered member of Scouting America (identified as Boy Scouts of America in the source document).
- Prior camp or Scouting leadership experience preferred.

Key Responsibilities

- Answer incoming calls, take messages, and ensure timely delivery to the appropriate individuals.
- Handle camper mail promptly, checking the mailbox at least once daily by 3:00 p.m.
- Manage visitor check-in and check-out procedures, including issuing visitor bracelets.
- Work with the Camp Administration Team to prepare troop check-in and check-out materials.
- Monitor radio traffic, relay information, and address improper radio use.
- Keep the office, supplies, and files organized and confidential; maintain strict confidentiality of records.
- Maintain a current inventory of office supplies.
- Activate the emergency procedure siren when directed by the Camp Administration Team.
- Participate in camp programs, including campfires and songfests, as available.
- Model healthy habits, including staying hydrated during camp.
- Perform other duties assigned by the Program Director or Camp Director.

Expectations for All Camp Staff

All staff members are expected to uphold the mission of Scouting and model the Scout Oath and Scout Law. Common responsibilities in the supplied source include:

- Promote Scout spirit and enthusiasm, and set a positive example for campers.
- Participate in camp-wide activities, assist other areas when needed, and be punctual for meals.
- Follow camp rules, the staff guidebook, the employment agreement, and emergency procedures.
- Maintain a clean, organized camp environment and assist with setup and takedown.
- Be prepared to work outdoors in Georgia summer weather and support visiting troops as assigned.

Compensation: Leadership starting pay is listed as $300 in the camp staff page feedback; the pay period has not yet been confirmed.