



Camp Fire Heart of Iowa Job Description

POSITION: Office Manager | Camp Hantesa
CLASSIFICATION: Seasonal (Part-time)
REPORTS TO: Camping Programs Director
SUMMER SEASON: May-August

JOB SUMMARY: Assists in the overall business operation of the camp, including purchasing, camp store, personnel record keeping, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team.

QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Must be able to pass a criminal background check.
3. Valid driver's license and clean driving record.
4. Experience in business or office setting.
5. Experience working with youth of diverse backgrounds and abilities preferred.
6. Strong leadership, communication, and decision-making skills.
7. Ability to work with children and teens in an enthusiastic and positive manner.
8. Ability to establish and maintain positive working relationships.
9. Good character, integrity, patience, and adaptability.
10. Have, or have the ability to complete during staff training, First Aid/CPR certifications.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
10. Physical ability to respond appropriately to situations requiring first aid/CPR. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
11. Eye-hand coordination and manual dexterity to manipulate office equipment.

ESSENTIAL FUNCTIONS:

1. Manage the daily operations of the camp business service.
 - Operate camp store including purchasing, inventory control, camper accounts, and record keeping.
 - Supervise staff assigned to assist in the store.

- Manage overall finances of the camp store and inform camp director of income and expense status.
 - Manage incoming and outgoing mail.
2. Manage all customer service and communication functions with customers and vendors.
 - Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions.
 - Refer concerns to camp director.
 3. Assist in the management and record keeping of camper and staff information.
 - Assist camp director in the collecting and filing of human resource forms from camp staff.
 - Record, file, summarize, and prepare reports related to camper registrations.
 4. Maintain clean and organized office to welcome visitors, customers, and campers.
 5. Communicate any staff or camper concerns to the Administrative Team.
 6. Manage personal time off in accordance with camp policy.
 7. Perform other duties as assigned by the Administrative Team.

PAY: \$13.00-15.00 per hour. Room and board included, if desired.

APPLICATION PROCESS:

Submit resume to hantesa@campfireiowa.org with 'Office Manager Application' in the subject line or apply online at www.campfireiowa.org.

OUR COMMITMENT: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.