

CAMP WAR EAGLE

OFFICE MANAGER

JOB DESCRIPTION

The Amazing Camp War Eagle Office Manager is an integral part of camp and is a position designed for one who can assist the directors in developing administrative systems, supervising personnel and manage many office activities.

Qualifications & Experience

- *Basic computer skills*
- *Customer service skills*
- *Prior similar experience is preferred. Prior experience with Camp War Eagle is preferred but not required.*

Responsibilities

Year-Round Office Staff duties include, but are not limited to the following

- *Responsible to Camp War Eagle Associate Director of Administration*
- *Directly supervising all Permanent and Temporary Office Staff in their duties (WE & DC)*
- *Coordinate time-off, vacation days, sick days for all Office Staff*
- *Helping to develop administrative systems*
- *Oversee office supply and equipment, phones and internet, office appearance and upkeep*
- *Mail functions*
 - *sort mail to appropriate recipients*
 - *Check and respond to CWE email*
 - *mass mailouts, email merges*
 - *package shipping*
 - *communication with FedEx, UPS and USPS*
- *Supervise all office staff in general office functions including data entry, mailings, form filing, marketing activities, etc.*
- *Camper cabin assignments*
- *Manage contact lists*
- *Opening Day Supervisor*
- *CWE365 Manager/Trainer*
- *Preparation of camper reports*
- *Keep track of camper fees*
- *Answer phone calls as necessary*
- *Review and process all camper paperwork*
- *Office Supply purchasing*
- *Camper monitoring importing*
- *Summer Town Run oversight*
- *MDC/DC oversight*

Essential Functions

- *Able to model Christ-like love to campers and staff*
- *Able to perform necessary CPR functions*
- *Able to operate MS based information systems*

