

Job Title: Camp Office Administrator
Department: J Camp
Reports To: Camp Director

FLSA Status: Full-Time/Non-Exempt/Seasonal
Prepared Date: November 2022

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

Under the direction of the Camp Director, the Camp Office Administrator oversees the camp office, assisting with paperwork, communication, and expenses.

Essential Duties and Responsibilities:

- Work closely with SJCC Account Services Manager to assist with camper enrollment, including late registrations, charging, and cancelations.
- Track enrollment and communicate with waitlisted families as spaces become available.
- Maintain organization in CampMinder as instructed by the Camp Director and SJCC Account Services Manager.
- Carry the camp phone, answer calls, listen to voicemails, and distribute messages.
- Answer emails sent to camp@sjcc.org in a timely manner. Forward and/or share messages with other Leadership Team members as needed.
- Work with the Specialty Camp Coordinator to communicate with vendors.
- Ensure vendor invoices are received in a timely manner and submit necessary paperwork to the payroll department to ensure vendors are paid correctly and quickly.
- Print info needed for group clipboards each week, including medical/allergy info, camper roster, and schedule. Assemble clipboards.
- Ensure camper forms are received before they attend camp and contact families with overdue forms.
- Review camper forms to ensure appropriate completion, note and distribute important info, and communicate with families missing forms. Ensure confidentiality is maintained.
- Ensure camper shirts are sorted and delivered to new campers each Monday.
- Work with the Specialist Coordinator and other Coordinators to order, organize, store, and regularly inventory supplies and equipment, including food.
- Work with other team members to reserve rooms and submit setup requests.
- Work with SJCC Human Resources team to send, track, and receive paperwork for new hires.
- Organize transportation routes, tracking how campers generally arrive and leave camp, and communicating changes.
- Track swim test results in collaboration with the Aquatics Team.
- Scan Incident Reports and Accident/Illness Reports, send to appropriate parties, and upload to CampMinder accounts.
- Immediately inform Camp Director of any concerns that arise with campers, staff, parents/guardians, or community members.
- Communicate regularly with the Camp Director and other members of the camp leadership team; share recommendations with Camp Director on an ongoing basis and through end-of-camp report.
- Uphold the diversity, equity and inclusion values and practices of the SJCC by ensuring that all materials, activities, and interactions are sensitive to, and reflective of, the diverse populations we serve.
- Attend required staff training and meetings. Share info at meetings as needed.
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- Current CPR, First Aid, and AED Certification for adults/children/infants, or willing to take courses before the start of camp (training will be offered through the J).

Knowledge, Skills, and Abilities:

- Excellent interpersonal and communication skills.
- Demonstrated ability to work effectively and respectfully with diverse populations.
- Ability to maintain appropriate professional boundaries with campers, team members, and supervisors.
- Ability to maintain confidentiality.
- Ability to work effectively independently and in a team setting.
- Ability to exercise good judgment.

Additional Employment Requirements:

- Satisfactorily pass a criminal background check.
- Fully vaccinated against COVID-19 (employees may make requests for a reasonable accommodation in accordance with applicable laws).

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally be required to carry materials weighing up to 25 pounds.

Environmental Conditions: The work is performed in both indoor and outdoor environments, with a moderate/loud noise level, and exposure to hot summer weather. Local travel may be required.

The Stroum Jewish Community Center is an Equal Opportunity Employer:

At the SJCC, our mission is to create community spaces for all and to practice *Tikkun Olam*, or our obligation to make the world a better place. We know that we cannot do this without providing inclusive opportunities for all and celebrating our differences. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.