

## **Camp Boggy Creek**

### **Job Summary: Program Office Coordinator**

The primary responsibility of the Program Office Coordinator is to provide administrative support to the Program team and Camp Operations Office. Key responsibilities include: receptionist, clerical support, coordination of Gift in Kind donations, maintain office equipment and supplies and provide comprehensive support to the Program team with the coordination and implementation of safe and intentional camp programming for children with special medical care needs.

#### **Essential Duties & Responsibilities:**

- Demonstrates Camp values and standards of conduct, displays respect and courtesy with coworkers and when greeting all guests, on the phone and in person, provide general information, answer questions and direct individuals to appropriate party as necessary.
- Works in cooperation with other department to provide coverage for phones as needed
- Accept deliveries for Camp and distribute to the appropriate party
- Accept delivery of gift in kind donations; including but not limited to completing required internal paperwork, inventory, distribution of donations and donor acknowledgement
- Coordination of the Boggy Bear and home-made quilts and afghan program, facilitating communication with the groups and/or individuals, maintaining mailing lists and enters names into the donor database as directed by the Development team
- Coordinate Boggy Bear program groups and /or individuals to participate in on-site gatherings
- “Bear Stuffing Parties” hosted by Camp
- Communicate with the Development Coordinator regarding In-kind donations and provide timely documentation;
- Coordination of general office operations including but not limited to; maintaining supplies, prioritizing work assignments, producing camp program materials and maintaining a master schedule for program team members
- Provides clerical support, including but not limited to typing and creating general correspondences, updating Camp documents, policies/procedures, letters/ memos, mailings, charts, tables, presentations, etc. Creates documents with accuracy, including spelling and grammar and proofreads office communications
- Recruit, train and supervise office seasonal staff and volunteers to support the administrative and clerical duties for the Camp operations office and Program staff.
- Schedule and conduct monthly camp tours
- Coordination of program office equipment, supply inventory, maintenance and general office organization and appearance
- Assist with summer camp mail delivery and coordination of the lost and found program
- Understand and comply with established Camp Boggy Creek policies, procedures and actively participate in training sessions, team activities, and camp wide events
- Perform other duties and tasks as assigned.

Qualifications:

Education & Experience:

- Associates Degree or equivalent training/certification required; Bachelor's degree preferred
- A minimum of two years office assistant, coordinator, secretarial or related administrative or supervisory experience
- Excellent communication skills (written and verbal) and interpersonal skills
- Strong organizational skills, detail oriented, planning and problem solving skills
- Strong Microsoft Office skills required; typing skills of 50-60 wpm
- Demonstrated ability to be flexible and manage multiple tasks in a timely manner
- Physical/Mental Requirements:
- This is primarily a sedentary role; therefore, long periods of sitting are required
- Intermittent physical activity, including but not limited to bending and reaching
- Work schedule includes weekdays and weekends/holidays as needed to support camp programs, events and other camp activities.
- Working in a camp setting which requires exposure to the outdoors including tours during our summer season
- Ability to lift and carry up to 25 lbs.

\*Immunization are required for this position\*

Job Type: Full-time

COVID-19 considerations:

COVID-19 protocols and precautions in place, including masks, social distancing and daily health screenings are required.