**Girl Scouts of Central Maryland**
**Resident Camp Position Description**
**Camp Conowingo**

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**Date:** October 2018

**Title:** **Office Manager**

**Department:** Membership, Volunteerism and Programs

**Reports to:** Camp Director

Position Summary: The Office Manager oversees the Resident Camp office, keeps orderly records of daily activities, and communicates with parents and vendors. The Office Manager promotes GSCM's commitment to excellent customer service by ensuring pictures are taken daily, updating the camp Bunk1 page and Facebook page, creating new social media opportunities. The Office Manager will also answer telephones and questions with an upbeat and positive campy persona.

Essential Duties and Responsibilities:

- Acts as the "face" of camp to the outside world maintaining an upbeat and positive campy persona when answering questions, concerns or providing directions for parents, campers and staff. Including checking in all visitors to the camp and maintaining the visitor's log.
- Sorts camper's incoming mail, including care packages, by units and prepares outgoing mail working with Business Manager for stamp transactions and post office trips.
- Ensure that all medical paperwork is being submitted in a timely manner and records are kept up to date and in an orderly fashion.
- Oversee the allergy situation in the dining hall and works with the kitchen manager for successful meal service.
- Help maintain the camp's social media accounts daily including Bunk1 (photos, newsletter, emails) and Facebook.
- Assists Camp Specialists and the Camp Administrative Team with general office duties such as: the weekly slideshow, luggage tags, camper evaluations, program letters, patches, unit checkout sheets and t-shirts.
- Leads activities or provide overnight ratio during peak enrollment sessions.
- Participate in all aspects of camp life including meetings, daily activities, all camp, kapers, cookouts, etc.
- Serves as Program Director in their absence.
- Maintains and implements procedures that uphold ***Volunteer Essentials*** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Assists in updating ACA Standards for current year.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

Skills, Education and/or Relevant Experience:

- Preferred 21 years or older. Must be able to pass background and fingerprint check as well as drug screening.
- High School diploma with two years progressive experience in office procedures.
- Must possess excellent verbal and written communication skills, use proper telephone etiquette, and be able to work with individuals and groups of diverse backgrounds.
- First Aid and CPR certification desirable, or be willing and able to successfully complete training.
- Must be able to lift 25 pounds and physically meet the demands of camp life. (i.e. work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.).
- Visual, auditory and physical ability to identify and respond to environmental and other hazards related to the activity and emergencies on camp.
- Computer literacy especially with MS Word, Excel, PowerPoint and Outlook and familiarity with current social media tools, such as Facebook, Word Press, Instagram and Twitter

## Expectations

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Practice respect, appreciation, and acceptance for all people ensuring all campers and staff feel welcome and part of the group.
- Be flexible and open to spontaneity in programming to assure that unforeseen changes to established schedules, camp guidelines, and procedures create minimum disruption to the experience of the staff and campers.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs that cannot be handled on the spot to the Camp Ranger by completing a maintenance request form.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises at all times.

**Girl Scout Mission Statement**
**Girl Scouting builds girls of courage,**
**confidence, and character,**
**who make the world a better place.**

**The Girl Scout Promise**
**On my honor, I will try**
**To serve God and my country,**
**To help people at all times,**
**And to live by the Girl Scout Law.**

**The Girl Scout Law**
**I will do my best to be**
**honest and fair,**
**friendly and helpful,**
**considerate and caring,**
**courageous and strong, and**
**responsible for what I say and do,**
**and to**
**respect myself and others,**
**respect authority,**
**use resources wisely,**
**make the world a better place, and**
**be a sister to every Girl Scout.**

**Name**_____ **Signature**_____ **Date**_____