

<b>Job Title:</b>	Office Manager	<b>Property:</b>	McNeil Scout Ranch at Peaceful Valley
<b>Camp/Department:</b>	Operations	<b>Salary Level:</b>	Based upon current salary chart
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Business Manager	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	Yes

**Job Summary**

Manage the camp office and its daily operations. Provide quality customer service to those that call, email or visit. Resolve needs and issues of campers and staff. Act as an administrative assistant for the Ranch Director and assist the Camp Staff Management team as needed.

**Job Description**


**ROLE AND RESPONSIBILITIES**

- Open and close the office on time.
- Operate the office in a customer service focused, Scout like manner.
- Supervise the camp phone system, email and radio.
- Communicate with campers, parents, leaders, staff and other stakeholders through email, phone and application communication.
- Record radio transmissions in emergency situations.
- Manage incoming and outgoing mail, packages and parcels.
- Manage incoming and outgoing Council Mail.
- Serve as a source of information.
- Word process, print, laminate and otherwise create documents, spreadsheets, posters, etc. as requested.
- Coordinate camp sign ups with outside vendors.
- Maintain a clean office building to include exterior and restrooms. Sweep, mop, vacuum, wipe windows, disinfect bathrooms, wipe counters and other surfaces and dust daily.
- Process payments for camp fees.
- Act as an administrative assistant for the Ranch Director and Camp Staff Management team as needed.
- Be prepared to act and assist in camp emergencies. Duties could include scribing, managing communications, providing resources and other duties as assigned.
- Participate in camp-wide activities when appropriate.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

**CERTIFICATIONS & REQUIRED TRAINING**

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Camp Management

### REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be able to act quickly, remain calm during emergency situations
- Must be able to manage multiple avenues of communication to include telephone, radio, email and  mail
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Should have a valid driver's license and history insurable by the insurance company

### DIRECTLY SUPERVISES

- None

### ADDITIONAL NOTES

- None